DRAGON NATURALLYSPEAKING MANUAL

Boundless
SUPPORT EDGE PROGRAM

Dragon NaturallySpeaking

Version 11.5

User Guide

Dragon User Guide, Version 11.5

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CHAPTER 1

Introduction

Dragon NaturallySpeaking let you talk to your computer instead of typing. As you talk, your words are transcribed onto your screen and into your documents or e-mail messages.

Talking to a computer while it types what you say is called *dictating*. You can dictate, rather than type, into any program that accepts text.

You can use Dragon to:

Compose letters, memos, and send e-mail messages—Cut and paste inside your documents as well as revise and format text. Just think about what you want to say, and then say it into the microphone.

Enter data into forms or spreadsheets. (Available in Professional and higher editions)—Most people can dictate numbers faster than they can type. Using Dragon Professional or higher editions, you can create custom voice commands to let you move from field to field on your form by voice.

Work on the Web—Search the Web, access information, and navigate Web pages by speaking URLs and links.

Start programs and open menus.

Use handheld recorders to dictate while you are away from your computer. Dragon can then transcribe what you said.

About this guide

This guide covers all editions of Dragon. Most information presented applies to all the editions, and the manua notes any differences between the editions.

Conventions used in this guide

1. This guide contains many examples of words and phrases you can say when using Dragon. These examples appear in italics with quotation marks, for example: *"Format That Bold."*
2. Some procedures also include sample text for you to dictate. Sample text appears in a different typeface, with punctuation in square brackets.
3. This guide applies to the all English dialects that ship with Dragon:

   US English
   UK English
   Australian English
   Indian English
   Southeast Asian English

   US English uses US spelling, punctuation, and time and currency formats. We recommend US English for Canadian users since this dialect formats numbers (including times, telephone numbers, and currency) in North American formats.

   All other dialects use UK spelling, punctuation, and time and currency formats (some number settings depend on your Windows Regional Settings). Where multiple dialects are used in dictation examples, those dialects appear in a different font style. For example:

   You can also correct a longer phrase by saying *"Correct [text] Through [text]"* (US/Canada) or *"Correct [text] To [text]"* (Other Dialects).
4. This guide uses US spelling and punctuation for consistency.

5 This guide also includes tips and notes to help you use the software more effectively. Tips and notes appear like this:

NOTE: *If you pause correctly, but Dragon still types a command as dictation, you can force it to recognize what you say as a command by holding down the* CTRL *key.*

With Numbers Mode on, Dragon tries to interpret everything you say as a number. If you dictate words, the results will be unpredictable. However, you can still navigate menus and switch between programs by voice when Numbers Mode is on.

What should I expect from Dragon?

One reason to use Dragon is to boost your productivity. Another is to reduce the strain using a computer puts on hands, eyes, shoulders, etc. Maybe you like the idea of being able to lean back in your chair, put your feet up on the desk, and still get work done.

Dragon works by using sophisticated acoustic and statistical models; it can quickly adapt to you in various ways, becoming familiar with the sound of your voice as well as the particular words you use in your dictations. For best results, you should develop simple habits such as positioning your microphone consistently, dictating punctuation, speaking clearly and evenly, pausing briefly before and after voice commands, and taking advantage of the easy tools Dragon offers to optimize accuracy: for instance, adding to Dragon's vocabulary your own jargon, acronyms, phrases or words for which you want a special pronunciation or spelling. Dragon lets you import lists of vocabulary entries all at once; you can even point Dragon to texts that are similar to what you plan to dictate and it will quickly "study" them.

Personalizing Dragon's vocabulary is easy, and very important for productivity, since it preempts recognition errors. (If a word you dictate is not in Dragon's vocabulary, the software cannot transcribe it.) Properly correcting Dragon's errors will also help it learn. The more you use Dragon, the more opportunities the software will have to adapt to you, both in terms of acoustics and in terms of language.

Do I still need my keyboard and mouse?

Although you can use Dragon to do almost everything on your computer by voice, some things are still easier to do using the mouse or keyboard.

If using a mouse and keyboard is an option for you, try experimenting with using your voice and using your hands for different tasks, to see what works best.

What if I can't use a keyboard and mouse?

If using a mouse and keyboard is not an option, Chapter 4, Working on Your Desktop on page 47.

CHAPTER 2

Installation and User Profile Creation

This chapter presents how to install and set up Dragon, and then how to train Dragon to understand your voice.

The installation process checks to make sure your system meets the minimum system requirements needed for Dragon. These system requirements are listed in the information that came with your copy of Dragon.

If your system does not meet these requirements, Dragon will not be installed.

Multiple users on one computer

Dragon is licensed on a “per individual” basis. You are permitted to install the software on more than one computer (such as on a desktop and a laptop computer, or on a work and a home computer), but you cannot use the software concurrently on more than one computer. You are permitted to create multiple voice profiles, so long as each voice profile is for you. If someone else wants to create a voice profile, that person must purchase a separate Dragon license.

Volume license agreements are available.

Plugging in the microphone

To use Dragon, you will need to plug in your microphone.

If you are not sure how to plug in your microphone, consult the documentation that came with your microphone.

NOTE: *If you already have speakers for your computer, you can also use these to playback recorded speech instead of your headphones.*

What you should know before installing

Installing Dragon to a custom location

The default installation directory for Dragon is:

C:\Program Files\Nuance\NaturallySpeaking11

During the installation procedure, you can choose to install Dragon to a different directory or drive on your machine.

Choosing a different directory during installation only installs the Dragon program files to that location.

Regardless of where you install the Dragon program files, Dragon always installs the languages and vocabularies that you selected during the installation to the C: drive, as well as creating the location where your users profiles will be created. These profiles can consume a large amount of disk space on your C: drive. For more information on the Dragon installation directories, see Version 11.5 File Structure on page 28.

You can customize your installation to reduce the amount of disk space used on your C: drive by not installing unwanted languages and vocabularies. For more information, see Installing software — Custom Installation on page 10.

Installing on Windows Vista/Windows 7

Dragon Version 11.5 is compatible with all editions of Windows Vista.

If you upgrade a machine from a previous version of Windows to Windows Vista/Windows 7 and that machine has Version 9.x, 10.x or 11.0 of Dragon installed, that version of Dragon will not work after upgrading to Windows Vista. All your user profiles from these previous versions remain intact and can be upgraded when you install Dragon Version 11.5 or higher.

Coexistence with other Dragon products

Coexistence with previous versions of Dragon

You can have only one version of Dragon installed on your system.

NOTE: *Running Version 9.x, 10.x, or 11.0 concurrently with Version 11.5 is not supported.*

Coexistence with the Dragon SDK Client Edition

You can install Dragon SDK Client Edition 11 on the same machine where Dragon 11 is installed. In addition, Dragon 11 and Dragon SDK Client Edition 11 can share users and vocabularies.

You can only run one product at a time. For example, if you are running Dragon, you cannot run any of the SDK Client tools or samples.

NOTE: *Coexistence of Version 11.5 with Dragon SDK Client Edition Version 9.x or 10.x is not supported.*

Before installing the software

Before installing, modifying, or upgrading Dragon:

1 Close all open applications.

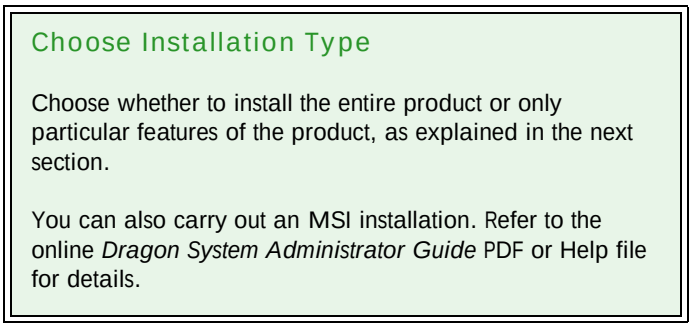
2 Turn off or disable antivirus software; the installation process can sometimes trigger a false virus report.

NOTE: *You must have Administrator rights to install or uninstall Dragon on Windows XP, Windows Vista, or Windows 7. Administrator rights are not required to create a user profile or use the software after installation.*

On Windows XP Professional, Windows Vista, and Windows 7 systems, if as an administrator you want to create a Dragon user profile for a Windows limited user (user with restricted privileges), you must log on using that Windows limited user account before creating the Dragon user profile.

If you create a Dragon user profile for a limited user while logged in as a Windows administrator, the limited user will not be able to access that user profile. These restrictions also apply to an upgrade installation.

3 Choose the type of installation to carry out.



Choosing type of installation

When you install Dragon, you can either do a complete (typical) installation or a custom installation. Nuance recommends you do a complete installation unless you are experienced with the product. The table below tells more about each installation type.

TYPE	DESCRIPTION
Typical / Complete	Installs all options and speech profiles. Requires the maximum disk space.
Custom	Lets you select particular options and vocabularies to install. Can greatly reduce the disk space required. During a custom installation, in the Professional edition, you can modify settings that are then applied to all user profiles created with this installation, including Windows limited account users.

NOTE: *If you decide not to install some Dragon components by selecting Custom installation, you can install them later by running the Setup program again and choosing Modify.*

If you are installing the product for multiple users, you should choose a *Custom* installation rather than a *Typical/Complete* installation. To carry out a custom installation, proceed to Installing software — Custom Installation on page 10.

Otherwise, proceed with Installing software — Typical Installation on page 9.

Installing software — Typical Installation

To install all features of Dragon:

1 Insert the Dragon DVD into your DVD drive.

If the installation does not start automatically, use Windows Explorer to find and double-click *setup.exe* on the DVD.

NOTE: *Windows Vista: When you start the installation on Windows Vista, you may see the message saying A program needs your permission to continue. Click Continue to start the installation.*

2 After the Windows Installer begins, it installs two software packages if they are not already installed:

Visual C++ Version 9.0 Runtime

3 After the Wizard begins, click *Next* to proceed to the *License Agreement* page. Read the text and select *I accept the terms...*, then click *Next*.

4 Enter your *User Name* and *Organization*, and the *Serial Number* supplied to your installation.

5 (Optional) When the *Setup Type* page appears, click the *Change* button and choose where to install the product.

If no earlier versions of Dragon are installed on your system, the default directory is:

C:\Program Files\Nuance\NaturallySpeaking11

For a list of directories created by installation, see Version 11.5 File Structure on page 28.

6 While you are still on the *Setup Type* page, select *Typical*.

7 profileClick *Install* to start the installation.

8 When prompted, click *Finish* to complete the installation. (If you are prompted to restart your computer, restart it now.)

9 Select *Start* > *All Programs* > *Dragon NaturallySpeaking 11.5* > *Dragon NaturallySpeaking 11.5*. The *DragonBar* appears on your desktop.

10 (optional) If you have users from Version 9.x or 10.x that you would like to upgrade before proceeding, refer to Upgrading User Profiles on page 26.

11 If you have no previously existing users, the *Profile Creation* wizard starts immediately after you run the product. Proceed to Creating your user profile on page 16 to set up a user profile, then continue as instructed, to train that user profile.

You are now ready to create a user profile, as explained under Creating your user profile on page 16.

Installing software — Custom Installation

To install portions of Dragon or to install it for multiple user profiles:

1 Insert the Dragon DVD into your DVD drive.

If the installation does not start automatically, use Windows Explorer to find and double-click *setup.exe* on the DVD.

NOTE: *Windows Vista: When you start the installation on Windows Vista, if you see a message saying A program needs your permission to continue, click Continue to start the installation.*

2 After the Windows Installer begins, it installs two software packages if they are not already installed:

Visual C++ Version 9.0 Runtime

3 After the Wizard begins click *Next* to proceed to the *License Agreement* page. Read the text and select *I accept the terms...*, then click *Next*.

4 Enter your *User Name* and *Organization*, and the *Serial Number* supplied to your installation.

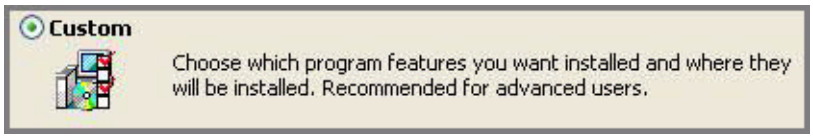
5 (Optional) When the *Setup Type* page appears, click the *Change* button and choose where to install the product.

If no earlier versions of Dragon are installed on your system, the default directory is:

C:*Program Files\Nuance\NaturallySpeaking11*

For a list of directories created by installation, see Version 11.5 File Structure on page 28.

6 While you are still on the *Setup Type* page, select *Custom* for the type of installation.



NOTE: *If you decide not to install some Dragon components by selecting Custom installation, you can install them later by running the Setup program again and choosing Modify.*

7 Click *Next* and you see a tree where you can select any particular feature of the product and click the down arrow to its left to choose where/when to install it:

Install now, on local hard drive
Install now, with all subfeatures on local hard drive
Install when it is needed on a just-in-time basis

These options are particularly useful for installing multiple languages and/or multiple vocabularies.

For example, see the selections for the *Southeast Asian English* vocabulary shown in the illustration below.

Installing other languages, dialects, and specialized vocabularies

To install user files for the other languages or dialects supplied with your edition, choose *Custom* on the *Setup Type* page. The user files for each language or dialect contain both spellings and pronunciations specific to that region. For example, users who wish to dictate US English spellings—including users with accents—should install the US (American) English user files.

8 Click *Next* again and, if you do not have the Professional edition, skip to the next step. Otherwise, choose any check boxes under *Additional options* to have additional dialog boxes pop up at the end of the installation, where you can make changes that affect all users dictating on this computer.

OPTION	DESCRIPTION
Modify the application's settings for all users	
	Displays the *Options* dialog box at the end of the installation; here you set several options for all user profiles at once (see online Help for details). Useful for an installation in a shared area; for example, in a conference room where multiple professionals could dictate.
Modify the administrative settings	

OPTION	DESCRIPTION
	Displays the *Administrative Settings* dialog box at the end of the installation, where you set up the Roaming User feature, where to backup your files, and who can modify commands/vocabularies.
Modify the formatting options	
	Displays Auto-*Formatting* dialog box at end of installation, where you apply uniform formatting to all documents dictated at this installation; for example, formats for dates, times, and phone numbers. You also set whether to expand contractions, apply abbreviations, and insert commas automatically. See online Help for more details.

9 Click *Next*.

10 Click *Install* to start the installation.

11 When the installation completes, proceed with any of the following sections that apply to your custom installation:

Modifying application settings for all users on page 14
Modifying administrative settings on page 14
Modifying formatting options for all users on page 15

12 When you are prompted to register the product, select one of the registration options.

13 Click *OK* to register the product and click it again to proceed.

14 Check *Yes, check for program updates after the setup completes* to download any updates after the setup completes and click *Finish* to complete the installation.

15 If you chose to upgrade user profiles earlier, when the message about upgrading your user profiles pops up, click *OK*. (The message might tell you that the installation will not be complete until after your system is restarted.)

16 If you were told you need to reboot in order to complete the installation, reboot your computer now.

17 Select *Start* > *All Programs* > *Dragon NaturallySpeaking 11.5* > *Dragon NaturallySpeaking 11.5* or click on the Dragon desktop icon.

18 If you have users from Version 9.x, 10.x or 11.0 that you would like to upgrade before proceeding, refer to Upgrading User Profiles on page 26. Otherwise, if you have no previously existing users, the *Profile Creation* wizard starts immediately and you can create a user profile as explained under Creating your user profile on page 16.

Modifying application settings for all users

If you checked off *Modify the application's settings for all users* during a custom installation, the *Options* dialog box opens immediately after the installation completes.

NOTE: *If you did a typical installation, open the Options dialog box by running Dragon and selecting Tools > Options.*

In the *Options* dialog box, you see several tabs you can use to set up various aspects of dictating with the product:

Correction	*Hot keys*	*Miscellaneous*
Commands	*Playback/ Text-to-speech*	*Data*
View		

For more information on each tab, see the online Help.

Modifying administrative settings

If you checked *Modify the administrative settings* during a custom installation, the *Administrative Settings* dialog box opens immediately after the installation ends.

NOTE: *If you did a typical installation, open the Administrative Settings dialog box by running Dragon without opening a user and selecting Tools > Administrative Settings.*

In the *Administrative Settings* dialog box, you see these tabs:

Roaming—To set up roaming users.

Miscellaneous—To create backup/distribution directories and control who can modify custom commands.

Scheduled Tasks—To schedule voice recognition optimization and data collection for improved accuracy, and let users modify the schedule.

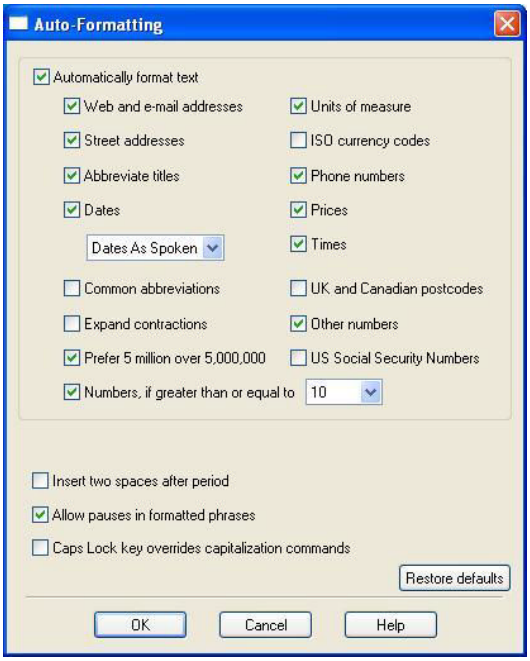
For details, refer to the Help by clicking the *Help* button.

Modifying formatting options for all users

If you chose to modify formatting options on the *Custom Setup* page during a custom installation, the *Auto-Formatting* dialog box opens after the installation completes.

NOTE: *If you did not do a custom installation, to set up formatting: Run Dragon, open a user, and select Tools > Formatting.*

The *Auto-Formatting* dialog box for all versions of Dragon NaturallySpeaking appears as shown below.



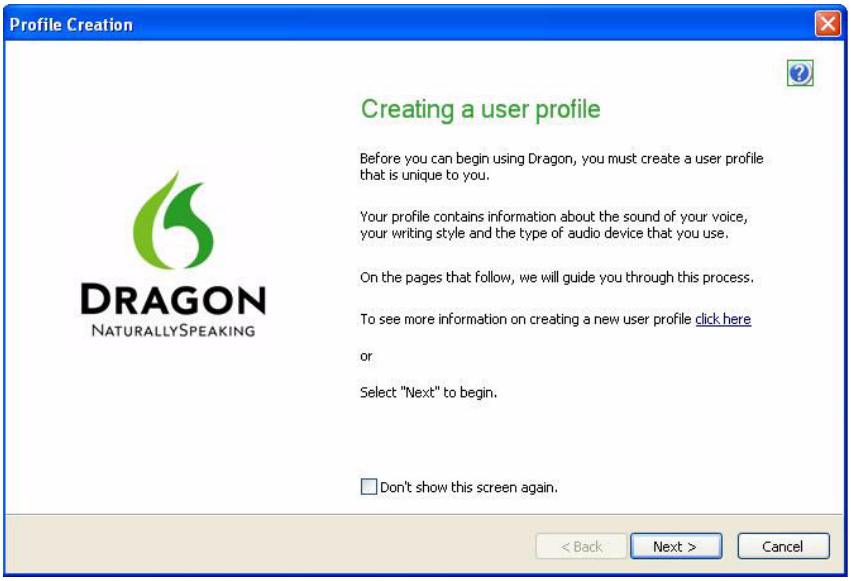
Choose the options to apply to your dictated documents.

Creating your user profile

Before you can begin using Dragon, you must let Dragon create a user profile for each person who is dictating.

Your user profile stores acoustic information about your voice that Dragon uses to recognize what you say. This profile also stores any changes you make to the standard vocabulary—any special words, names, acronyms, and abbreviations you add.

When you launch the software for the first time, the *Profile Creation* wizard starts and leads you through creating your user profile:



NOTE: *If you upgraded a single user from an earlier version, Dragon opens that user's profile. If you upgraded multiple users, it displays profiles for all upgraded users in the Open User dialog box.*

To create a user profile:

1. In the *Creating a user profile* page, click *Next* in the lower right corner to proceed.
2. Proceed through the wizard, filling in the information it requests and clicking *Next* to proceed.

When the wizard asks for your name, you can enter your first name only, a nickname, or your first and last name.

The wizard asks for your age to help Dragon work with vocal differences it associates with different age ranges.

The wizard also asks for region of the world you live in to help Dragon interpret your speech based on regional differences.

3 When the *Help Dragon understand how your pronounce words* page appears, select your accent.

The accents you can choose from are:

Standard—Select if your accent is not covered by another choice or your are not sure which accent to select.

Australian accented English

British accented English

Indian accented English

Inland Northern US (Great Lakes area)—Upstate New York through the Chicago area

SEAsian accented English—South East Asian

Southern US—Most of Southern United States, including Texas

Spanish accented English

Determining your own accent can be difficult. For example, say you grew up in one part of the United States but have lived long enough in another part to lessen your original regional accent. If you have any doubt about picking an accent, select *Standard* and allow Dragon to learn your accent.

If you do not select a specific accent (in other words, you select the *Standard* accent), you may want to perform Acoustic Optimization after using the product for several hours. Acoustic Optimization updates your user profile with accumulated acoustic data from any corrections and additional training you may have done. Running Acoustic Optimization will increase your overall accuracy. In the

process of increasing your accuracy, Acoustic Optimization may select a different accent for you.

If you select a specific accent, Acoustic Optimization will still increase your overall accuracy, but will not change your accent. Once you have selected a specific accent for a user, you cannot change it later.

Dragon Version 11.5 lets you create and train users in multiple languages. If you have purchased an edition with support for more than one language, you can add languages by later choosing *Custom* during the installation and having the Dragon DVD available to install the language files during the process of creating user profiles.

4 When the *How do you talk to your computer?* page appears, select your type of microphone from the list of *Microphones*. If you record your speech using a recording device, select a recorder from the list of *Recorders*.

5 In the *Review your choices* page, be sure the information is correct before you proceed.

6 Dragon automatically chooses a speech model to use as the foundation for your individual user profile. It also selects the vocabulary it uses to recognize words correctly based not only on their sound, but also on their context. However, if you want to select a particular speech model and vocabulary, you can click the *Advanced* button and in the *Choose models* page select a:

Speech model from the drop-down list for *Speech model*. Dragon uses the speech model to adapt to your voice during training. Dragon automatically recommends the type of speech model and vocabulary that is appropriate for your computer's speed/memory. Usually, you should follow Dragon's recommendation

Type of vocabulary from the *Vocabulary type* list:

Medium—Requires at least 512 MB of RAM.

Large—Requires at least 1 GB of RAM.

Empty Dictation—(Professional edition only) Vocabulary with a language model but without any words, designed for experienced users or resellers who want to create highly specialized vocabularies.

7 Click *OK* to save your selections in the *Choose models* page and return to the *Profile Creation* wizard.

8 Click the *Create* button in the lower right corner of the page to create your user profile.

When Dragon finishes creating your user profile, it takes you through the next part of the process. Proceed to Setting up/ positioning your microphone on page 19.

Setting up/positioning your microphone

When Dragon finishes creating your user profile, it displays the *Position your microphone properly* page, where it begins to lead you through the process of setting up your microphone.

Following the wizard's instructions, position your microphone .

Positioning the microphone correctly is important. If the microphone is out of place, Dragon might not be able to hear you clearly and make mistakes.

Consistent positioning is also important. Make sure that you position the microphone the same way each time you dictate.

Here are some tips on using particular types of microphones:

Using a headset microphone

Position the microphone about a half-inch (approximately the width of your thumb) from your mouth and a little off to the side. The microphone should not touch your mouth, but it can be almost touching your lips.

If you need to move the microphone out of the way, lift the "boom" up and over your head, rather than bending it out of position or removing the headset.

Using a handheld microphone

Hold the microphone one to three inches from your mouth and a little off to the side.

If the volume display on the *DragonBar*™ turns red, try holding the microphone slightly farther from your mouth.

Using an array microphone

Position the array 18 to 30 inches from/pointed at your mouth.

Avoid blocking the path between your mouth and the array, for example by holding a book or paper in front of your face.

Avoid having any source of noise or signal other than your voice directly facing the array within at least 15 feet.

9 After you have positioned the microphone, click *Next* to continue with Checking microphone volume/sound quality on page 20.

Checking microphone volume/sound quality

After you have positioned the microphone and clicked *Next*, you see the *Dragon will adjust your volume* page.

1 Click the *Start Volume Check* button and then read aloud the text displayed in the box.

2 When the program beeps to indicate it has finished checking the volume, click *Next*.

3 When the *Dragon will test the quality of your sound system* page appears, click *Start Quality Check* and then read aloud the text displayed in the box.

4 The program beeps when it has finished evaluating the sound quality of your system. If Dragon displays *Passed*, click *Next* to continue.

NOTE: *Windows Vista or XP: If you get a Sound level is too low error while creating a Dragon user profile, to boost the microphone's volume:*

1. Select Start > Control Panel > Sound and Audio Devices.

2. On the Voice tab, click the Volume... button under Voice recording to open the Recording Control dialog box.

3. Set the volume level for the appropriate input device type.

5 Continue with Training a new user profile on page 21.

Training a new user profile

Immediately after you create your profile, before you begin dictating, you train Dragon to understand your voice.

Performing training either during or after creating a user profile enhances your recognition accuracy. In initial training you read aloud for several minutes from one of the available texts.

NOTE: *For information on training a mobile user, see the online help.*

If you skipped training earlier to open a user profile, from the DragonBar menu, select *Profile* > *Open User Profile* and select your name in the list; then click *Open* to proceed. Since you have not completed training, options for *Training* appear.

To train a new user:

1 When the *Read text aloud to train Dragon* page of the wizard appears, choose from these training options:

Show text with prompting

Show text without prompting

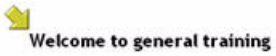
Skip training (not recommended)

2 In the *Read Training Text* page of the wizard, click *Go*.

3 If you chose the first training option (*Show text with prompting*):

A yellow arrow showing you where to start reading appears.

Click *Go* and begin reading the text. To take breaks while you're training the program, click *Pause*.



NOTE: *To advance through the first two screens, you must say the sentences without pausing. For the rest of the screens, it's okay to pause in the middle of a sentence.*

When the words change color, it means the computer has heard and recognized them.

If you need to re-read the same words, click *Redo*, then re-read them. If the computer still doesn't get it, just click *Skip*. Otherwise, click *Next* to continue.

4 If you chose the second training option (*Show text without prompting*):

In the *Read Training Text* page, under *Choosing text to read*, choose a text to read aloud and click *Next*.

When the *Text Display* page appears, choose how you want to read the text, from the screen or from a printed page. If you choose to read from a printed page, click *Print* to print the text.

Click *Next* to continue.

If you chose to read the text from the screen, the *Speaking to the computer* page appears and advises you to position your microphone.

After you position your microphone, click *Train* to begin.

In the *Speaking to the Computer* popup, click *Begin Training* and read the text in the box.

Click *Next page* to proceed from page to page.

5 When the list pops up, choose a text to read aloud and click *OK*.

You need to read for only about 5 minutes to train Dragon to recognize your voice.

You can take breaks during this training by clicking *Pause*. Don't worry if you make mistakes or laugh. You should try to read exactly what you see on the screen, but it's okay if you read something incorrectly. The computer either ignores the mistake or positions the yellow arrow at the beginning of the text for you to reread it.

The progress bar shows how much text is left to dictate.

NOTE: *During training, dictating punctuation is not necessary.*

6 When you've read enough, the *Training wizard* displays a congratulations message. Click *OK* and Dragon starts adapting to your voice.

7 Proceed to Adapting to your writing style, scheduling tuning on page 23.

Adapting to your writing style, scheduling tuning

After it adapts to your voice, Dragon's *Accuracy* wizard appears and prompts you to first adapt Dragon to your writing style, then schedule regular Acoustic and Language Model tuning, and optionally schedule Data Collection.

Adapting to your writing style (Let Dragon search for words and add them now)

Dragon can analyze your writing style to increase your overall recognition accuracy. This tool scans documents in your *My Documents* directory—Microsoft Word, Corel WordPerfect, text files, html files, and rich text files (*.rtf*).

Adapting to your writing style can add 5 to 30 minutes to user training. Close all other programs when you run this step.

NOTE: *Though we recommend that you run this part of the New User Wizard, if you plan to skip this step, select Skip this step rather than Cancel.*

1 In the *Let Dragon search for words and add them now* page of the *Accuracy* wizard, to have Dragon search for words and phrases you use in your email messages, select the *Sent E-mails* check box. To have Dragon search your word processing and text files, select the *My Documents* check box.

2 Click *Start* to initiate the search for words. While scanning your files, the dialog box displays the process's status. When Dragon finishes searching, it displays a message telling you to click *Next* to continue and proceed with Let Dragon automatically improve your accuracy on page 24.

Let Dragon automatically improve your accuracy

After it adapts to your writing style, the *Accuracy* wizard gives you the option of setting up a schedule to automatically run Acoustic and Language Model tuning processes:

NOTE: *Acoustic and Language Model tuning processes add commonly used word sequences the user dictates as well as acoustic data from any corrections and additional training the user executes. Scheduling tuning processes helps Dragon learn from you and makes your dictation more accurate.*

1. In the *Let Dragon automatically improve your accuracy* page, to have Dragon periodically tune your user profile to improve your accuracy, be sure to check the *Automatically improve accuracy* check box. If you do not change the schedules, by default Dragon initiates Acoustic tuning every Monday at 2 AM and Language Model tuning every day at 3 AM.
2. If you want to have Dragon tune your user profile at a different time or more or less often, click the *Change Schedule* button and, in the *Select Time and Frequency* dialog box, set the schedules on both the *Acoustics* and *Language Model* tabs. The schedules do not have to be the same. As a rule, you should try to run these processes when you are not dictating and run the Language Model tuning more often.
3. Be sure that you check the *Enable* check box on both the *Acoustics* and *Language Model* tabs or the tuning processes occur on the default schedule, rather than the schedule you set.
4. Click *Next* to continue.

Scheduling data collection (Help us improve Dragon)

After it lets you set the schedule for accuracy tuning, the *Accuracy* wizard lets you set whether or not to collect data and schedule when it should be collected:

NOTE: *When you set Data Collection to run, it collects up to 500 MB of acoustic data and text from your dictation sessions. Once the data is collected, you have the option of sending it to Nuance to help improve*

the accuracy of future versions of Dragon. No personal information is ever sent to Nuance and participation in data collection is completely voluntary.

1 In the *Help us improve Dragon* page, you can choose:

Run Data Collection
Don't run Data Collection but remind about this later
Don't run Data Collection

2 If you choose *Run Data Collection*, click *Change Schedule* and set what time and how often the data is sent to Nuance in the *Select Time and Frequency* dialog box (*Daily*, *Weekly* or *Monthly*). If you do collect data, by default Dragon initiates the process every Wednesday at 12:30 AM.

3 Be sure that you check the *Enable* check box in the *Select Time and Frequency* dialog box or the collected data is sent to Nuance on the default schedule, rather than on the schedule you set.

4 Click *Next* to continue.

5 When the *Congratulations, your profile is ready to use* page appears, you can now:

Choose to run the tutorial.
Learn about the many improvements in Version 11.5 .
Modify how Dragon presents itself to you.
Begin dictating.

6 Click Finish to close the wizard.

To upgrade existing user profiles before dictating, proceed to Upgrading User Profiles on page 26.

Or to begin dictating, proceed to the next chapter, Starting to Dictate on page 31.

How Dragon automatically configures user profile

After you create a user, Dragon automatically analyzes your hardware and changes the default settings of your users to optimize performance.

Depending on your hardware, you might receive a message that the amount of RAM (memory) on your computer is relatively low for the operating system. When you use Dragon on such a computer, try not to have more than one or two applications open.

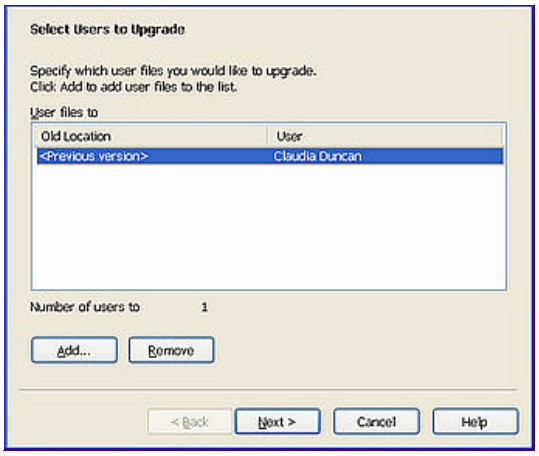
Upgrading User Profiles

If you chose to upgrade existing users during the installation, the *User Upgrade Wizard* appears the first time you run Version 11.5.

NOTE: *If you do not want to upgrade users right now, you can exit from the wizard and do it later.*

Otherwise, you can start the *User Upgrade Wizard* from the Windows *Start* menu at any time.

To upgrade existing users:



1 To start the *User Upgrade Wizard*, select *Start* > *All Programs* > *Dragon NaturallySpeaking 11.5* > *Dragon NaturallySpeaking Tools* > *Upgrade Users*. The *User Upgrade Wizard* appears.

2 On the *Select Users to Upgrade* page, modify the list of users to include users that you want to upgrade. The wizard starts by including all users in the current folder as candidates to upgrade. You add users to the list by clicking the *Add* button and browsing for additional users in other locations. You remove users from the list by selecting them and clicking the *Remove* button. After the list contains only the users you want to upgrade, click *Next*.

3 Click *Next* and choose the location for the upgraded user profiles. As the *User Upgrade Wizard* modifies your user files to work with the newest version, it can place the upgraded user in another location while keeping the old files untouched, in case you need them again.

4 Click the *Browse* button in the *Choose Destination* page of the wizard to select the location for the upgraded user profiles. If you do not set a location, Dragon places the profiles in the default location (see Version 11.5 File Structure on page 28).

5 (Optional) If you want to make changes to the user locations, base vocabularies, and/or acoustic models, click the *Advanced* button and the *Advanced Options* dialog box opens.

In this dialog box, you can make finer adjustments to how the wizard upgrades particular users. You see a list of the users being upgraded. For each user you see the user name, old location, vocabulary, and one or more acoustic models.

When you click on the location line of a user in the list, the *New Location* text box below the list becomes available. You can click *Browse* and select a new location.

When you click on the vocabulary line of a user in the list, the *New Base Vocabulary* text box below the list becomes available. You can choose a new base vocabulary from the drop-down list.

When you click on the acoustic model line of a user in the list, the *New Acoustic Model* text box below the list becomes available. You can choose a new combination language, language model, and accent from the drop-down list.

6 Click *OK* to return to the wizard.

7 Click *Next* to proceed to the *Upgrade Users* page where you click *Begin* to begin the upgrade process. Expect to wait approximately 5 minutes for each user being upgraded.

8 When the upgrade process is complete, click *Finish*.

Version 11.5 File Structure

NOTE: *File locations shown apply to installations in the default location.*

The next two sections tell you where Dragon places files on your computer. The locations vary, depending on your operating system.

Windows XP Pro / XP Home / Windows Server 2003 / 2008 directory structure

Dragon Program directory
You can specify this location during the installation.

C:\Program Files\Nuance\NaturallySpeaking11
\Ereg
\Help
\Program
\Tutorial (optional)

Data and user directories
You cannot change this location—Dragon always installs these directories to your *\Document and Settings* directory.

C:\Documents and Settings\All Users\Application Data\Nuance\NaturallySpeaking11
\Data
\Data\Training
\results
Roaming Users
\Users

C:\Documents and Settings\<username>\Application Data\Nuance\NaturallySpeaking11\Results

Windows Vista and Windows 7 directory structure

Dragon Program directory
You can specify this location during the installation.

C:\Program Files\Nuance\NaturallySpeaking11
\Ereg
\Help

\Program
\Tutorial (optional)

Data and user directories
You cannot change this location—Dragon always installs these directories to your *\Document and Settings* directory.

C:\ProgramData\Nuance\NaturallySpeaking11
\Data
\Data\Training
\results
Roaming Users
\Users

C:\Users\<username>\AppData\Roaming\Nuance
NaturallySpeaking11\Results

Cleaning up after uninstalling

The following files remain on your machine after you uninstall:

\Windows\Speech

VText.dll	*Xlisten.dll*	*speech.hlp*
Vdict.dll	*Xvoice.dll*	*vcauto.tlb*
WrapSAPI.dll	*spchtel.dll*	*vcmd.exe*
XTel.Dll	*speech.cnt*	*vcmshl.dll*
Xcommand.dll	*speech.dll*	*vtxtauto.tlb*

Dragon installs these files for Microsoft SAPI4 support. You do not need these files if you do not have other speech applications that require SAPI4. If you do have applications that require SAPI4 support, you might need to re-install those applications if you remove these files.

Accessing log files, samples, and tools

You can open log files and samples from the desktop:

NaturallySpeaking log file (dragon.log)—Select *Start* > *Programs* > *Dragon NaturallySpeaking 11.5* > *Show Dragon Log*.

NaturallySpeaking setup files (dgnsetup.log)—Select *Start* > *Programs* > *Dragon NaturallySpeaking 11.5* > *Show Setup Log*.

Structured command samples—Select *Start* > *Programs* > *Dragon NaturallySpeaking 11.5* > *MyCommands Samples*. (Professional edition only)

Tools—Select *Start* > *All Programs* > *Dragon NaturallySpeaking 11.5* > *Dragon NaturallySpeaking Tools*. (Professional edition only)

CHAPTER 3

Starting to Dictate

Now that you've installed the software and completed training, you're ready to dictate your first sentence.

Starting Dragon

If Dragon NaturallySpeaking is not already running, you can start it by:

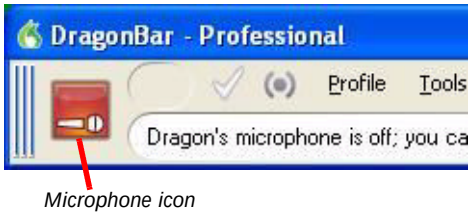
- Double-clicking the Dragon icon on the desktop.
- Selecting *Start* > *Programs* > *Dragon NaturallySpeaking 11.5* > *Dragon NaturallySpeaking 11.5*.
- If the *QuickStart* option is enabled, right-clicking the *QuickStart* taskbar tray icon and selecting *Start Dragon*. For more on using the *QuickStart* option, see Using QuickStart on page 44.

NOTE: *You can start Dragon over a Remote Desktop connection (Windows XP Professional and Windows XP Home), but interactive dictation is not supported. Using a Remote Desktop connection, you can access the DragonBar and transcribe dictation but you cannot use a microphone attached to the remote machine to dictate.*

Turning on the microphone

Before you can dictate, you need to turn on the microphone. To turn on the microphone, you:

- Click the microphone icon on the DragonBar. You can click this icon again to turn it off.



Microphone icon

- Press the plus (+) key on the numeric keypad to turn the microphone on, and then press it again to turn the microphone off.
- Click the microphone icon in the Windows task bar.

The button and the volume meter on the *DragonBar* change to show if the microphone is off or on.

Shows that the microphone is off

Shows that the microphone is on

NOTE: *Once the microphone is off, you cannot turn it on again by voice.*

Sleeping and waking up

To make Dragon stop listening temporarily:

1. Say "*Go to Sleep*" or "*Stop Listening.*" Then Dragon ignores everything except the "*Wake Up*" or "*Listen To Me*" commands.
2. To reactivate the microphone, say "*Wake Up*" or "*Listen To Me.*"

You can also press the numeric plus (+) key to turn on/off the microphone.

Starting to dictate

To begin dictating, start a word processor (such as Microsoft® Word or Corel® WordPerfect®) and begin a new document. Make sure your text insertion point is at the start of the new document.

> **DragonPad**
>
> You can use the *DragonPad*, a simple word processor included with Dragon. To open the *DragonPad*, from the *Tools* menu on the *DragonBar*, click *DragonPad*.

TIP: *Remember to click in the window you want to talk to before you speak.*

Start talking.

As you speak, Dragon 11.5 indicates that it is processing by displaying a small Dragon logo at your insertion point, and when you pause, your dictated words appear in your document. Our research shows that this enables many users to dictate better, without being distracted by seeing the preliminary results accumulating in the Results Box, as in previous versions. The traditional Results Box is still available from the View tab of the Options dialog box. (From What's new)

Don't worry about mistakes at this point; Dragon improves as you use it.

Using Natural Punctuation

Dragon can automatically add periods and commas at the appropriate places in your dictation without you having to explicitly speak that punctuation. The Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation inserts only periods and commas. You have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more

control over where punctuation appears, you may want to explicitly dictate all your punctuation.

NOTE: *You can turn Natural Punctuation on and off by voice by saying "autopunctuation on" and "autopunctuation off" or by selecting Tools > Auto-Formatting Options from the menu of the DragonBar and clicking Automatically add commas and periods.*

For more information on Natural Punctuation see Using Natural Punctuation on page 111.

Dictating punctuation

You can dictate punctuation at any time while you are using Dragon, even when Natural Punctuation is enabled.

Use the following list as a guide to dictating the most common punctuation marks. (For a complete list of punctuation, see the online help.)

TO ENTER	SAY *(US/Canada)*	SAY *(Other Dialects)*
,	comma	comma
.	period	full stop
!	exclamation point *or* exclamation mark	exclamation mark
?	question mark	question mark
-	hyphen	hyphen
:	colon	colon

Starting new lines and paragraph

While you are dictating, you can use the following commands to duplicate the action of pressing the ENTER key once (to add a new line) or twice (to add a new paragraph).

TO	SAY
Add a new line	“New Line”
Add a new paragraph	“New Paragraph”

Saying "New Paragraph" presses the ENTER key twice and capitalizes the next word you dictate.

Tips for dictating text

To erase the last thing you said, say *"Scratch That."*

You can repeat *"Scratch That"* to undo a sequence of phrases.

To undo the effects of a command, say *"Undo That."* If *"Undo That"* fails to undo an action, try repeating the command until you completely undo the operation.

To stop a recognition in progress (and turn the microphone off), click the small red button inside the *Results Box*.

You can change the very last phrase you spoke by saying *"Bold That," "Cap That," "Correct That,"* and so on; you do not have to select the text first.

To remove a trailing space after a word, you can say *"Delete Previous Character."*

You can create a spoken form for words you prefer not to say aloud. For example, you can create a command that types "Snookums" whenever you say *"Mary's nickname."*

To clear (deselect) your last selection, say *"Unselect That."*

For information on correcting any mistakes, see Chapter 5, Correcting and Editing on page 69.

Using the Dictation Box

Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a specific window in an application where some voice commands won't work or won't work consistently.

In these situations, you can use a special window, called the *Dictation Box*. You use the *Dictation Box* to dictate and edit text in these non-standard windows without the difficulties you might otherwise experience.

To start the *Dictation Box*:

1 Place you cursor where you want to put the text.

2 Start the *Dictation Box* by either:

Saying "*Show Dictation Box*"
Select *Tools* > *Dictation Box* from the *DragonBar*
Use CTRL + SHIFT + D

3 When the *Dictation Box* displays, you can dictate and edit text inside the *Dictation Box* using all Dragon commands.

4 Once you are done dictating and editing the text, say or click "*Transfer.*" The text you dictated in the *Dictation Box* is transferred to the application.

For more information on using the *Dictation Box* with a non-standard window, see the online help.

Printing and saving your dictated text

Printing

From the *File* menu of your word processor, use the mouse to choose *Print.* Or say "*Click File,*" pause, and say "*Print.*" You can also simply say "*Print Document*" or "*Print File*" if the Natural Language Commands are enabled. See the online help for more information.

Saving

From the *File* menu, choose *Save.* You can also say "*Click File*" and then say "*Save.*" Remember, you have to pause between the "*Click File*" and the "*Save*" commands to have Dragon recognize them as two separate commands. If the Natural Language Commands have been enabled, you can say "*Save Document.*"

Getting Help

To access the online Help for Dragon, click the Help menu on the DragonBar and choose Help Topics.

Alternatively, you can say "*Give Me Help.*"

You can print individual Help topics with the *Print* button in the *Help* window. To open the online Help links, just say their names. The links display next to the application window and give you examples of the most common commands that work in the application you are currently using.

The online help includes the following information not found in this user guide:

Creating and Managing Users
Dictation Guidelines
Dictating using a Portable Recorder
Dictating with a Roaming User
Correcting Recognition Errors
Revising Text
Improving Recognition Accuracy
Working on Your Desktop
Working in Programs
Creating Commands with MyCommands
Dragon Tools

"What Can I Say?"

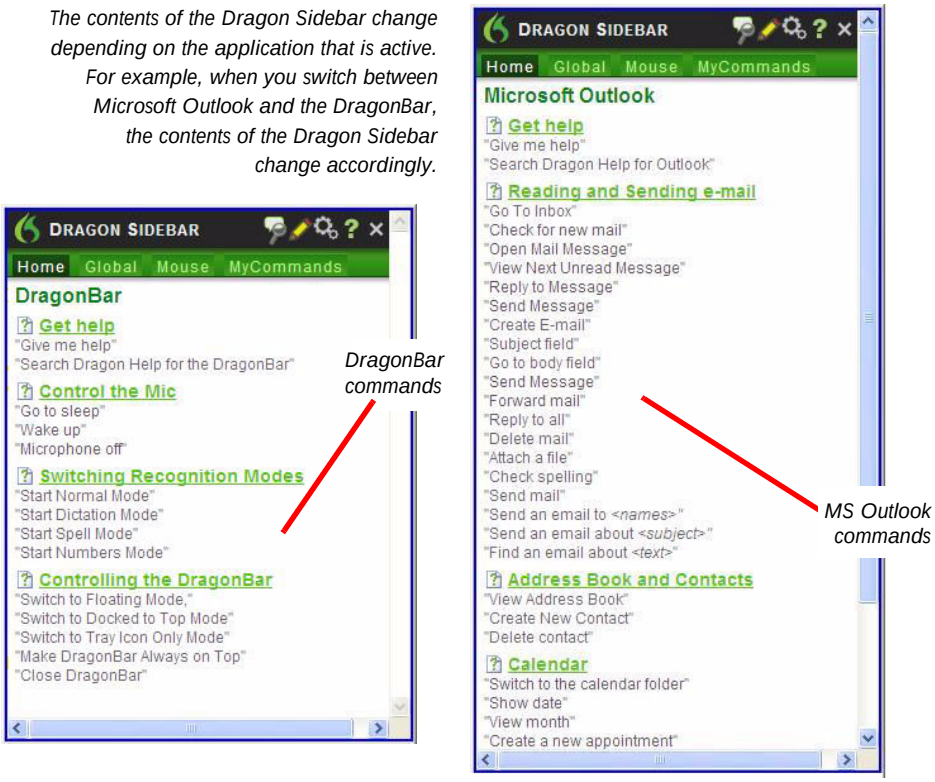
Saying "*What Can I Say?*" brings up the *Dragon Sidebar* with *Dragon Tips* displaying below it. The *Dragon Sidebar* displays a selection of useful commands that Dragon recognizes for the current context, whether it is a particular program you are using or the Windows desktop.

To open the Dragon Sidebar:

1 Choose *Dragon Sidebar* from the *Help* menu on the *DragonBar* or say either "*What can I say*" or "*Show SideBar.*"

2 The *Dragon Sidebar* opens, displaying a selection of commands next to the window you are working in.

The contents of the Dragon Sidebar change depending on the application that is active. For example, when you switch between Microsoft Outlook and the DragonBar, the contents of the Dragon Sidebar change accordingly.

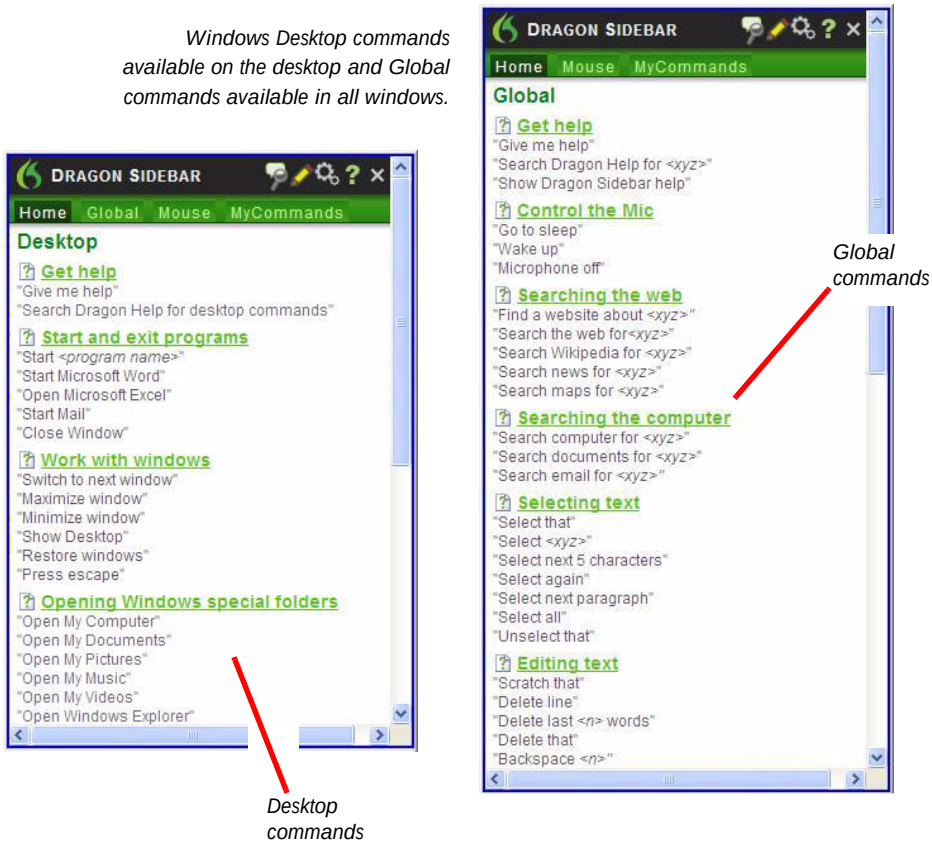


NOTE: *Commands marked with an asterisk (*) are available only if you selected the Enable Natural Language Commands check box on the Commands tab of the Options dialog box.*

3 To see commands for the Windows Desktop, click on the desktop and watch the commands in the *Dragon Sidebar* change.

NOTE: *A list of Global commands (available everywhere) appears if there are no Dragon commands available for the active program.*

Windows Desktop commands available on the desktop and Global commands available in all windows.



4 To see additional commands for the current program, click the *Mouse* or *MyCommands* tab along the top of the *Dragon Sidebar*. Or click one of the icons to the upper right (see next illustration) to open:

Command Browser
Vocabulary Editor
Options dialog box
Dragon Help

5 For more information, see the online help.

Tutorial

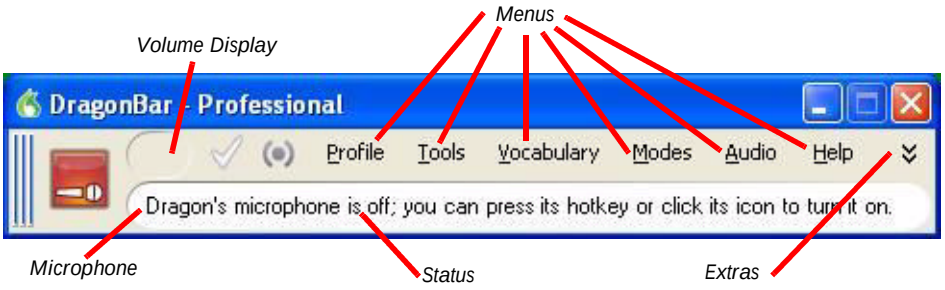
To start the Tutorial, choose *Tutorial* from the *Help* menu on the *DragonBar*. The Tutorial includes a number of lessons covering the basics of Dragon.

Troubleshooting

If you are having problems using Dragon, or if you are getting unexpected results, please refer to the *Resolving Problems* and *Tips* sections of the online help.

The DragonBar

The *DragonBar*™ gives you access to Dragon functions and features.



Microphone button and volume display

When the microphone is on, the *Volume Display* shows the sound level:

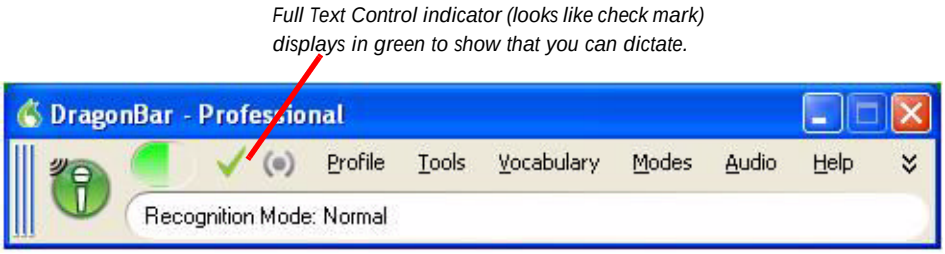
Yellow means silence or that you are speaking too softly.

Green means that you are speaking at a proper level

Red means that you are speaking too loudly.

The Full Text Control indicator

The *DragonBar* includes a *Full Text Control* indicator that turns green when you are in an application or window where all of Dragon's functionality is supported.



Normally you can dictate and use Dragon voice commands in any text window of any application. However, you may occasionally find an application or a particular window in an application where some voice commands won't work or won't work consistently.

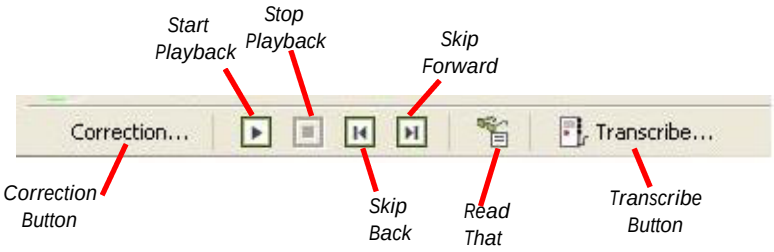
When you are in a non-standard window, the *Full Text Control* indicator goes out, indicating that you may have some difficulty selecting and editing dictated text.

Also, when you start dictating into a non-standard window, the *DragonBar* will display *Dictating into a non-standard window*.

If you have difficulty in dictating or correcting in one of these non-standard windows, use the *Dictation Box*. See the online help for more information on using the *Dictation Box*.

Extras toolbar

If the button is in your edition of Dragon, you can click the *Extras* button on the far right of the *DragonBar* to open the *Extras* toolbar. The *Extras* toolbar displays buttons for transcribing hand-held recorder audio and playing back your dictation.



Correction

Clicking the *Correction* button opens the *Correction* menu to teach the computer what you said. See Chapter 5, Correcting and Editing on page 69.

Transcribe

Use this button to transcribe your speech from a handheld recorder. See the online help for more information.

Start Playback and Stop Playback

When you select text and click the *Start Playback* button, you hear a recording of your dictation. A yellow arrow displays on your screen during playback, following what you said. Click the *Stop Playback* button to stop the recorded speech playback.

Read That

When you select text and click the *Read That* button, Dragon reads the text to you.

Skip Back and Skip Forward

Use these buttons to skip backward or forward one utterance. To Dragon, an utterance is a group of words said together without pausing.

You can display the *Extras* menu items in the main *DragonBar*. See the online help for more information.

Changing the DragonBar position

To change the position of the *DragonBar*, click the Dragon icon at the far left of the *DragonBar*. A menu displays that lets you move the *DragonBar* to various positions on your display:

SELECT...	TO...
Docked to Top (default) mode	lock the DragonBar to the top of the screen.
Docked to Bottom mode	lock the DragonBar to the bottom of the screen.
Floating mode	freely position the DragonBar.
Cling mode	make the DragonBar appear just above the window you are dictating into.
Tray Icon Only mode	hide the DragonBar completely and display the Microphone icon only in the Windows task bar.

NOTE: *You can also hide the DragonBar by saying "Switch to Tray Icon Only Mode." To make a hidden DragonBar reappear, right-click on the small microphone in the lower right corner of the screen. From the menu that appears, click Restore Previous DragonBar Mode.*

Controlling Dragon with voice commands

You can operate Dragon with voice commands. For example, to show the *Extras* toolbar, say "*Show Extras Bar.*" For a list of other voice commands that control Dragon, see *Controlling the DragonBar* in the online help.

Using QuickStart

The Dragon *QuickStart* taskbar tray icon gives you quick access to Dragon and recent users. Right-clicking the *QuickStart* icon displays the *QuickStart* menu.

NOTE: *This option is installed at the end of Dragon setup process.*

When in *QuickStart* mode, Dragon launches automatically at system startup time and adds the Dragon icon to the Windows taskbar.

To enable QuickStart:

Two ways to enable *QuickStart* mode are:

During *Custom* installation. If during the installation you choose to set Dragon options, when the installation is complete.

By clicking the Dragon icon in the upper left corner of the *DragonBar* and selecting *Tray Icon Only Mode*. See Using QuickStart on page 45 for more information.

To shut off/permanently disable QuickStart:

1. In the *DragonBar* menu, select *Tools* > *Options* and click the *Miscellaneous* tab of the *Options* dialog box.
2. De-select *Launch in QuickStart mode on Windows startup.*

To Redisplay the DragonBar:

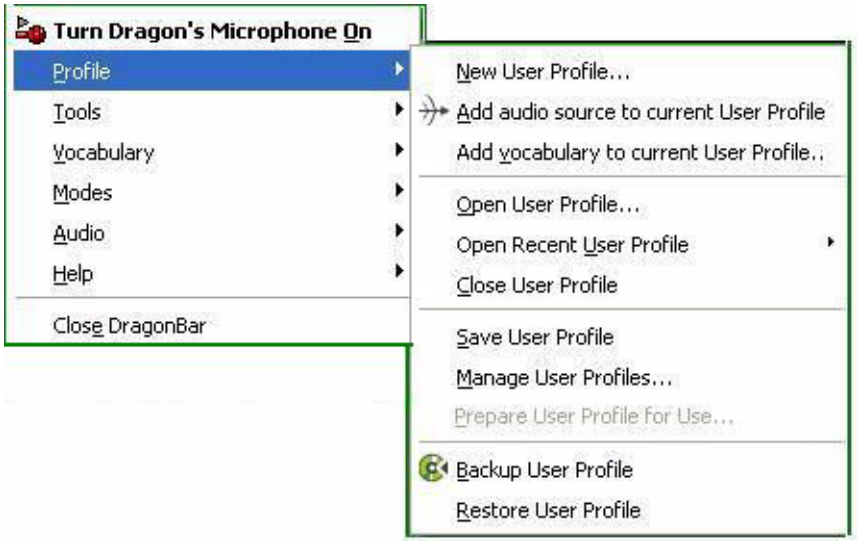
To display the *DragonBar* while the product is running in *QuickStart* mode, right-click on the microphone icon in the *QuickStart* taskbar tray and select *Restore Previous DragonBar Mode*.

To Temporarily Disable QuickStart:

To temporarily disable *QuickStart*, right-click the *QuickStart* taskbar tray icon and select *Exit*. This action exists Dragon and removes the *QuickStart* tray icon from the Windows taskbar. When you re-start Windows, the *QuickStart* taskbar tray icon re-displays.

Using QuickStart

You access *QuickStart* by right-clicking the Dragon *QuickStart* taskbar tray icon. This action displays *QuickStart* menus that parallel the menus in the DragonBar.



SELECT...	TO...
Turn Dragon's Micro-phone On / Off	Turn on or off the microphone.
Profile >	Take any action you would otherwise takefrom the *Profile* menu. Add an audio source; add a vocabulary; open, close, save, ,manage. back-up or restore a user profile.
Tools >	Open any option from the *Tools* menu.
Vocabulary >	Open any option from the *Vocabulary* menu.
Modes >	Open any option from the *Modes* menu.
Audio >	Open any option from the *Audio* menu.
Help >	Open any option from the *Help* menu.
Close DragonBar	Shut down Dragon if it is currently running.

If the *QuickStart* icon becomes unavailable for any reason, you can always start Dragon from the Windows Start menu.

CHAPTER 4

Working on Your Desktop

This chapter describes how to control almost everything on your computer with Dragon NaturallySpeaking voice commands.

Programs, documents, and folders

Using voice commands, you can start programs and open documents and folders that appear in your *Start* menu or desktop.

You can't start Dragon by voice. However, you can have Dragon automatically start in *Sleep* mode whenever you start Windows by selecting *Microphone on (asleep)* option in the *Miscellaneous* tab of the *Options* dialog box. See the online help for more information.

Starting a program

To start a program from the *Start* menu, say "*Start*" and then the name of the program exactly as it appears on the menu or submenu of the *Start* menu. You can also say the name displayed below the icon on your desktop.

For example, to start Microsoft® Internet Explorer®, say "*Start Internet Explorer.*"

Shorter names for popular programs

From start_and_exit_programs

For the popular Windows programs listed here, you can use shorter program names in addition to the standard program label shown on the Start menu or under the program icon on the Desktop. For other programs you'll need to say the standard program label.

MS Word, Microsoft Word, Microsoft Office Word

MS Excel, Microsoft Excel

MS Outlook, Microsoft Outlook

Outlook Express

MS PowerPoint, Microsoft PowerPoint

MS Access, Microsoft Access

MS InfoPath, Microsoft InfoPath

Internet Explorer, Microsoft Internet Explorer

Firefox, Mozilla Firefox

Corel WordPerfect, WordPerfect

Acrobat Reader

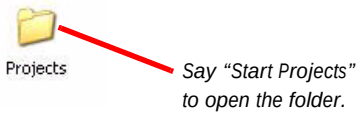
Lotus Notes

Opening documents and folders from the Start menu

To open a document or folder from the *Start* menu, say "*Start*" and then the name of the document or folder exactly as it appears on the menu.

For example, to open a document named *sales.doc*, you could say "*Start Sales dot doc.*" To open a document named *journal.wpd*, you could say "*Start journal dot w p d.*"

To open a document or folder from your Windows® desktop, just say "*Start*" and then the name below the icon. For example, to open a folder named *Projects*, say "*Start Projects.*"



Switching between open windows

You can switch between the windows you have open by saying "*Switch to*" and then say the name of the program or document window exactly as it appears in the title bar.

For example, if Microsoft® Word® is running, you can switch to it by saying *"Switch to Microsoft word."*

You can also switch between open windows by saying *"Switch to Previous Window"* (same as pressing ALT+TAB) and *"Switch to Next Window"* (same as pressing ALT+SHIFT+TAB).

SAY THIS	TO
Switch to Next Window	Switch to the next application.
Switch to Previous Window	Switch to the previous application.
Switch to Microsoft Word	Make Microsoft® Word the active application.
Switch to (name of application)	Switch to the open application you say. Say the name of the application as it appears in the title bar of the application window.

From list_apps_dlg

To switch between open programs or windows

To list all open programs: Say "List Programs" or "List all windows." The List of Open Applications window opens.

To list open windows of multi-document applications: Say "List windows for <program name>" For example, say "List windows for Microsoft Word" The List of Windows opens.

To switch to an open program or window: Say "Choose n," where n is the number of the program or window you want to switch to, or just say the number next to the word. For example, say "Choose 2" or "2"

OR

Choose the number of the program or window from the list and click OK.

Opening and closing menus

You can activate any menu by saying the menu name.

To open a menu:

1 Open a program window (for example, Microsoft® Word) and make it active.

Say the name of the menu you want to open (for example, say "*File*"). If the command does not work, try saying "*Click*" and then the name of the menu you want to open (for example, say "*Click File*").

2 In this example, the *File* menu should open. If the command doesn't work (for example, if the word "click" is typed into your document), you may have paused in the middle of the command.

3 Say the name of a menu item to activate it (for example, say "*Save*").

4 To close a menu, say "*Cancel.*"

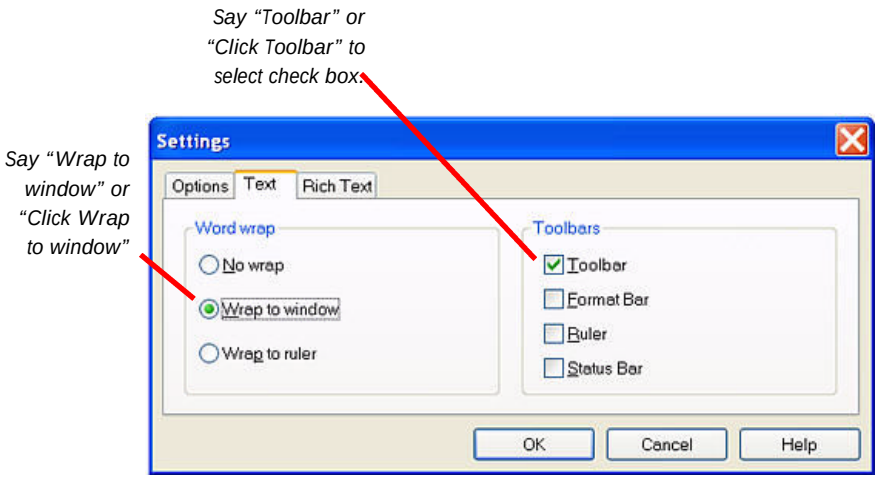
TIP: *To open the Start menu, say "Click Start" or "Click Start Menu."*

NOTE: *If commands are often typed into your document instead of recognized as commands, you can make Dragon recognize commands only when they are preceded by saying "Click." To do this, select the Require "Click" to select menus and controls check box on the Commands tab of the Options dialog box. For more information, see the online help.*

Selecting buttons, tabs, and options

When Dragon is running, you can select any button, check box, text box, or other dialog box option you see by saying its name. If that doesn't work, say "*Click*" and then its name.

For example, to select a check box labeled *Toolbar*, say "*Toolbar*" or "*Click Toolbar.*" To clear the check box (deselect it), say its name again.



You can select tabs by saying the name of the tab, alone or preceded by "*Click.*" In the dialog box pictured, you could say "*Options*" or "*Click Options*" to select the *Options* tab. You can also move between tabs by saying "*Go to Next Tab*" and "*Go to Previous Tab.*"

NOTE: *In some programs, you may not be able to select dialog box items by saying their names. If this happens, the following method of selecting items may work: say "Tab Key" repeatedly to move to the item you want, then say "Press Space Bar" to select it.*

See also Moving the mouse pointer and clicking the mouse on page 63.

Using Windows Desktop commands

You can use voice commands to perform many actions on the Windows Desktop, as shown in the table below.

TO DO THIS	YOU CAN SAY
Open Windows special folders	
Open your My Computer window	"Open My Computer"
Open your My Documents folder	"Open My Documents"
Open your My Pictures folder	"Open My Pictures"
Open your My Music folder	"Open My Music"
Open your My Videos folder	"Open My Videos"
Start applications and utilities	
Start a program by name	"Open <program name>"
Open Windows Explorer	"Open Windows Explorer"
Open Windows Help and Support Center	"Open Windows Help"
Open the Windows Task Manager	"Open Task Manager"
Open the Windows Run dialog box	"Open Run dialog"

Open the Windows System Configuration Utility (msconfig)	"Open System Configuration Utility"
Open the Windows Control Panel	"Open Control Panel"
Open the Windows Print Manager	"Open Print Manager"
Add a printer to your Windows system	"Add a new printer"
Add or remove programs to your Windows system	"Open Add or Remove Programs window"
Change the Windows Display Settings	"Change Display Settings"
Change the Windows screen resolution	"Change screen resolution"
Change Windows Power Settings	"Change power settings"
Navigate between windows	
Switch between windows	"Choose *n*," where *n* is the number of the window you want to switch to. For example, say "Choose 2" OR "Switch to previous window" OR "Switch to next window."

Switch to a specific program or document	"Switch to <program name>" For example, say "Switch to Microsoft Word" OR "Switch to <document name>" OR "List windows for <program name>"
Work with windows	
Enlarge the active window to the size of your monitor's screen	"Maximize window"
Minimize the active window	"Minimize window"
Close the active window	"Close window"
Minimize all windows and display the Windows Desktop	"Show Desktop" "Minimize [all] windows"
Return a maximized window to its original size	"Restore window"
Restore all minimized windows	"Restore [all] windows"

Selecting icons on the desktop

You can use voice commands to select icons on the Windows® desktop.

To select an icon on the desktop:

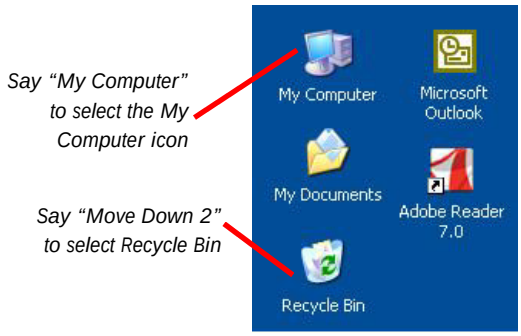
1 Switch to the Windows® desktop. To do this by voice, minimize all open applications and place the mouse pointer over the desktop icon. Say *"Mouse Click"* to make the desktop active.

2 Say the name of the icon (for example, "*My Computer*"). Dragon types the icon name and Windows® selects it.

3 To select another icon, say "*Move*" and then the direction (up, down, left, right) and number of icons (up to 20).

For example:

Say "*Move Right 1,*" "*Move Down 2,*" or "*Move Up 3.*"



After you select an icon, you can say "*Press Enter*" to start or open the program and "*Press Shift F10*" to display its right-click menu (as if you had right-clicked the icon with the mouse).

You can also use voice commands for these actions. See Marking and dragging objects on page 65.

Resizing and closing windows

To resize and close windows, say "*Click*" and then one of the following window commands:

SAY THIS	TO
Click Minimize *or* Click Control Menu *(pause)* Minimize	Minimize the active window.
Click Maximize *or* Click Control Menu *(pause)* Maximize	Maximize the active window.

SAY THIS	TO
Click Restore *or* Click Control Menu *(pause)* Restore	Restore window to previous size.
Click Close *or* Press ALT F4	Close the active program.
Press CTRL F4	Close the active document, not the whole program (works in many programs).
Click Start Menu *or* Click Start *or* Press CTRL ESC	Open the Windows® Start Menu.

NOTE: *"Click" is required for the Control menu commands.*

TIP: *If you have trouble getting Dragon to recognize any of the window commands, you can first open the Control menu by saying "Click Control Menu," then say the command.*

Scrolling in popular programs

You can use the following commands in many programs to scroll and move the view through the program's work area.

These voice scrolling commands work with Microsoft Office 2003 and 2007 programs, including Word, Outlook, Excel, PowerPoint, and InfoPath.

From scroll_in_programs

TO	SAY
Start automatic upward scrolling	"Start Scrolling Up"
Start automatic downward scrolling	"Start Scrolling Down"
Stop automatic scrolling	"Stop Scrolling"
Increase the speed of automatic scrolling	"Scroll Faster"

Reduce the speed of automatic scrolling	"Scroll Slower"
Move the visible page up one line	"Scroll Up"
Move the visible page down one line	"Scroll Down"
Move up one line in the text	"Line Up"
Move down one line in the text	"Line Down"
Move the page up by a screen	"Page Up"
Move the page down by a screen	"Page Down"

Scrolling in windows and list boxes

You can scroll vertically in a window (for example, an online Help window) or list box by saying "*Move Down*" and "*Move Up*" and then a number of scroll bar arrow clicks (up to 20). For example, say "*Move Down 4*" or "*Move Up 10.*"

You can scroll horizontally by saying "*Move Left*" and "*Move Right*" and then a number of scroll bar arrow clicks (up to 20). For example, say "*Move Left 10*" or "*Move Right 5.*"

Opening lists and making selections

You can activate any list box by saying the list box name.

To open a list box:

1. Say the name of the list box you want to open.
2. Say "*Show Choices,*" "*Drop List,*" or "*Open List.*" The list box opens to show all the choices available in the list.

To make a selection from an open list:

1. Say the full name of the selection.
2. Say "*Move Down*" or "*Move Up*" and the number of places your selection is from the current selection.

Pressing keyboard keys

You can activate Windows® menus and controls by pressing keys. With Dragon you can "press" any key on your keyboard by voice. You can press letters, numbers, modifier keys (SHIFT, CTRL, and ALT), and so on.

You can say "*Press,*" "*Press Key,*" or "*Type*"—all three voice commands work the same way.

NOTE: *"Scratch That" will not erase keystrokes dictated with the Press Key commands. You must select the text by voice or mouse and delete it or say "Press Delete."*

Pressing letters

You can press any letter on your keyboard by saying "*Press*" and then the letter. When you're pressing letters, you must say "*Press*" before each one. For example, to enter "txt," say "*Press t,*" "*Press x,*" "*Press t,*" pausing between letters.

TIP: *You can also spell words using Spell mode. See* Switching recognition modes *on page 119* *for more information.*

For similar-sounding letters (such as B, D, and V), you can use the International Communications Alphabet to *spell* the letter keys, for example, "*Press alpha*" or "*Press bravo*" or say "*Press d as in David*" or "*Press d for David,*" and so on) as if you were spelling to another person over the phone.

SAY	THEN
Press	a
	b
	any letter a–z or any international alphabet word alpha through zulu
	a as in Albert / Alice / alpha
	b as in Bill / Buffalo / bravo
	c as in Cathy / Carl / Charlie
	d as in David / daughter / delta
	e as in Edgar / enter / echo

SAY	THEN
	f as in Frank / fancy / foxtrot
	g as in George / gopher / golf
	h as in Henry / helmet / hotel
	i as in Iris / Ireland / India
	j as in John / justice / Juliet
	k as in Karen / kitchen / kilo
	l as in Larry / lemon / lima
	m as in Mickey / magic / Mike
	n as in Nancy / nobody / November
	o as in Otto / over / Oscar
	p as in Paul / people / papa
	q as in Quentin / question / Quebec
	r as in Robert / Rachel / Romeo
	s as in Sam / Singapore / sierra
	t as in Terry / Tyler / tango
	u as in Ursula / unit / uniform
	v as in Valerie / visit / Victor
	w as in Wendy / wake / whiskey
	x as in Xavier / Xerxes / xray
	y as in Yolanda / Yvonne / yankee
	z as in Zachary / zookeeper / zulu
	(you can also say “for” instead of “as in”)

NOTE: *You can say “Press c” or “Press Charlie” but you cannot say “Press Cathy” or “Press Carl.”*

Capitalizing a letter

You can capitalize a letter by saying “*Press Cap*,” then the letter.

For example, to enter “28K” say “*twenty eight*” and then “*Press Cap K*” (or “*Press Cap K for Karen*”).

Pressing numbers

You can press numbers (0 to 9) by saying “*Press*” and then the number. For example, say “*Press 8.*”

Pressing key combinations

When you’re pressing keys, you can press any combination of the modifier keys (SHIFT, CTRL, and ALT) at the same time as another key, such as a letter. For example, you can say:

“*Press Control Z*” (undoes last action)

“*Press Alt F*” (opens File menu)

“*Press Shift Tab*” (moves backward through dialog box options)

NOTE: *Dragon ignores the command “Press Control Alt Delete” (the keyboard shortcut for restarting a computer).*

Pressing function and numeric keypad keys

To press a function key (F1 to F12), say "*Press Function*" and then the name of the key. For example, say "*Press Function 1*" to bring up the online Help.

To press the keys on the numeric keypad, say "*Press Keypad*" and then the name of the key. For example, you can say "*Press Keypad Minus*" to press the keyboard shortcut that opens the *Correction* menu. See the complete list below:

SAY	THEN
Press	Keypad 1
	Keypad 9 *(you can say any number from 0 to 9)*
	All Dialects: Keypad Point (.) US/Canada: Keypad Period (.) Other Dialects: Keypad Full Stop (.)
	Keypad Slash (/)
	Keypad Asterisk (*)
	Keypad Minus (-) *(opens the Correction menu)*
	Keypad Plus (+) *(turns the microphone on or off)*
	Keypad Star (*) *(opens the Dragon menu on the DragonBar)*
	Keypad Enter

NOTE: *Num Lock must be on for the "Press Keypad" commands to work. You can say "Press Num Lock" to turn Num Lock on.*

Pressing other keys

Here's a list of other keys you can press by voice:

SAY	THEN
Press	Up Arrow
	Down Arrow
	Right Arrow
	Left Arrow
	Home Key
	End Key
	Page Up
	Page Down
	Insert Key
	Delete Key
	Control Key
	Shift Key
	Alt Key
	Print Screen
	Scroll Lock
	Pause Key
	Num Lock
	Caps Lock

Moving the mouse pointer and clicking the mouse

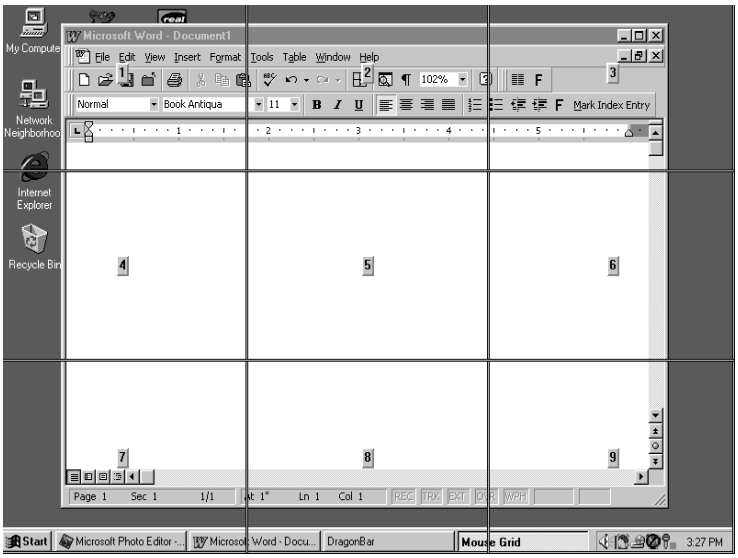
Dragon provides hands-free mouse control with MouseGrid and the mouse motion voice commands. You can use these features to position the mouse pointer anywhere on the screen, click the mouse buttons, and drag objects—all by voice.

Moving the mouse pointer with MouseGrid

You can position the mouse pointer anywhere on the screen by using MouseGrid. You can move the pointer relative to the full screen or the active window.

To use MouseGrid:

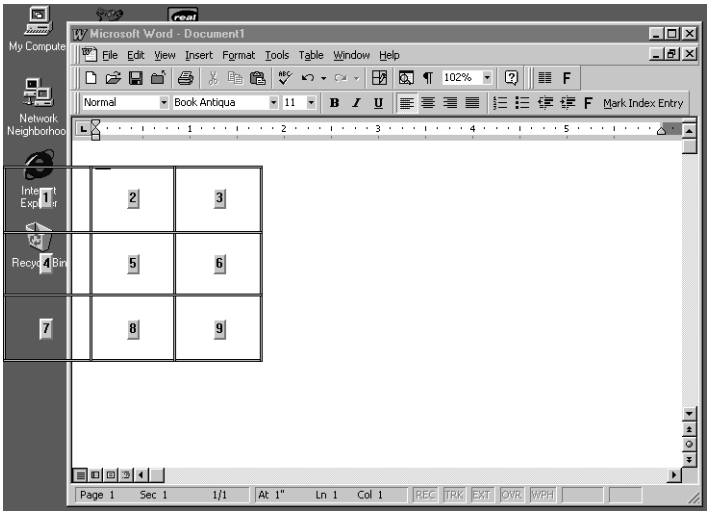
1 Say "*MouseGrid*" to place the MouseGrid over the full screen (as shown below) or say "*MouseGrid Window*" to place it over the active window. For example:



2 Say a grid number from 1 to 9 to position the pointer in that numbered area. In this example, to position the pointer over

the Recycle Bin, say "*4.*" A smaller MouseGrid will appear in the chosen grid square.

Say "4" to place a smaller MouseGrid over grid square number 4.



3 To zoom in over the desired area, say another grid number. In this example, say "*4*" to place the pointer over the Recycle Bin icon.

4 Continue to say the respective grid number to zoom in until the mouse pointer is over an icon or other object. You can use voice commands to click the mouse or mark and drag the object. See the following sections for instructions.

TIP: *You can undo the last MouseGrid action by saying "Undo That."*

To close MouseGrid, say "*Cancel.*"

Moving the pointer with the Mouse command

You can move the mouse pointer up, down, left, or right a short distance (a few millimeters) by using the mouse pointer commands.

You can combine moving the mouse pointer and clicking the mouse in a single voice command. For example, you can say "*Mouse Up 3 Click*" or "*Mouse Right 2 Double Click.*"

To move the pointer:

1 Say "*Mouse*" followed by the direction and number of times to move it (up to 10). For example, say "*Mouse Up 5*" or "*Mouse Left 10.*"

2 When the pointer is over an icon or other object, you can use voice commands to click the mouse or mark and drag the object.

Clicking the mouse

You can click, double-click, left-click, and right-click the mouse buttons by voice.

To click the mouse:

1 Position the mouse pointer over the object you want to select (for example, say "*MouseGrid 9 1*" or "*Mouse 2*").

2 Say "*Mouse Click,*" "*Mouse Double Click,*" "*Mouse Left Click,*" or "*Mouse Right Click.*"

When an object is selected, you can mark and drag the object (as described in the next section).

Marking and dragging objects

You can mark an object and drag it to a different location by voice.

To mark and drag an object:

1 Position the mouse over the icon or object you want to drag and then say "*Mark*" (for example, say "*MouseGrid 9 1 Mark*").

2 Move the mouse pointer to where you want to drag the object and then say "*Drag*" (for example, say "*MouseGrid 6 3 Drag*").

TIP: *Instead of "Drag," you can also say "Control Drag" and "Shift Drag" to drag while holding down the CTRL or SHIFT key.*

Dragging the mouse

You can use the following movement commands if you select the Enable mouse motion commands check box on the Commands tab of the Options dialog box.

SAY	THEN A DIRECTION	THEN A SPEED (OPTIONAL)
"Drag Mouse" (to move)	"Up"	"Faster"
"Mouse Drag" (to move)	"Down"	"Very Fast"
"Control Mouse Drag" (to copy) or "Control Drag Mouse"	"Right"	"Much Faster"
	"Left"	"Slower"
	"Upper Right"	"Very Slow"
	"Upper Left"	"Much Slower"
	"Lower Right"	
	"Lower Left"	

Moving the pointer with the mouse motion commands

In addition to the mouse movement methods described above, you can also move the mouse by using the mouse motion commands. Say, for example, "*Move Mouse Right.*" The mouse pointer begins moving to the right and keeps moving until you say "*Stop.*"

Enabling the mouse motion commands

To use the mouse motion commands:

1 From the *Tools* menu on the *DragonBar*, choose *Options* and then the *Commands* tab.

2 Select *Enable mouse motion commands* and click *OK*.

3 Click the *Speed* button to choose how fast the mouse pointer moves when you use a mouse motion command.

The mouse motion commands

Here is a summary of the available mouse motion commands.

SAY	THEN A DIRECTION	THEN A SPEED (OPTIONAL)
Move Mouse	Up	Fast
Mouse Move	Down	Faster
Drag Mouse	Right	Much Faster
Mouse Drag	Left	Very Fast
	Upper Left	Slow
	Lower Left	Slower
	Upper Right	Much Slower
	Lower Right	Very Slow

While the mouse is moving, you can say any of the commands above. You can also say:

"*Stop*" or "*Cancel*" to stop the mouse from moving

"*Up*," "*Down*," "*Left*," "*Right*," "*Upper Left*," "*Lower Left*," "*Upper Right*," or "*Lower Right*" to change the direction in which the mouse is moving

"*Faster*," "*Much Faster*," "*Slower*," or "*Much Slower*" to change the speed at which the mouse is moving

"*Click*," "*Double Click*," "*Right Click*," or "*Left Click*" to click the mouse buttons

"*Go to Sleep*," "*Stop Listening*," or "*Microphone Off*" to turn the microphone off

To specify which mouse button (left, right, or center) is being held down during mouse drags or if you want the SHIFT, CTRL,

or ALT key held down during the mouse drag, use one of these commands *before* saying one of the drag commands in the preceding table:

Left	*Right*	*Right Shift*
Middle (requires three-button mouse)	*Shift*	*Right Control*
	Control	*Right Alt*
	Alt	

For example, to drag with the SHIFT key held down, you could say "*Shift Mouse Drag Up.*" To drag with the right ALT key held down (the ALT key on the right side of the keyboard), you could say "*Right Alt Drag Mouse Upper Left*."

CHAPTER 5

Correcting and Editing

When Dragon NaturallySpeaking types the wrong words, you should correct these mistakes. By giving the program the right word, you actually teach the program not to make the same mistakes again.

Correcting mistakes requires some extra effort, but it saves you time in the long run by making Dragon more accurate. You'll probably need to correct mistakes often when you first start dictating, and then less frequently as the program learns from your corrections.

Make it a habit to correct mistakes to continue to improve the accuracy of the program. Make sure you save your speech files when prompted, to preserve the adjustments the program makes.

TIP: *You must select a word before typing over it. Using the backspace key and retyping (or saying "Scratch That") will not enable the software to learn from corrections and improve recognition accuracy. For accuracy to improve, you must first select text and then correct it or overwrite it with the words you said.*

Correcting mistakes

There are a number of ways you can correct the misrecognitions in a document. The following techniques describe the most basic methods, but you can combine these techniques in any manner that suits your working style.

To correct text with the keyboard:

1 Move the insertion point to the beginning of the dictation you want to correct.

2 Press the correction hot key to display the *Correction* menu. By default, this is the minus (–) key on the numeric keypad.

You can change the hot key assignment on the *Hot keys* tab of the *Options* dialog box. You can also click the *Correction* button on the *Extras* toolbar of the *DragonBar*.

3 If one of the alternatives is correct, press the *Down Arrow* key to highlight that choice and then press ENTER to accept it. If no alternative is correct, just type or say the correct text.

4 Continue until all the text is correct.

Correcting text using voice commands

1 Say "*Select*" or "*Correct*" and the text that is incorrect, the *Correction* menu appears with a number of alternatives.

If one alternative is correct, say "*Choose*" and the number of that alternative.

If none of the alternatives is correct, say "*Spell That,*" spell the correct word or words into the *Spell* dialog box, and then say "*OK.*"

Selecting a large amount of text or an entire document and then saying "*Spell That*" can produce unpredictable results.

2 Verify that the correct text appears in the document in place of the misrecognized text and continue to the next misrecognition.

Correcting text while playing back dictation

1 Move the insertion point to the beginning of the dictation you want to correct.

2 Click *Play That Back* on the *Sound* menu of the *DragonBar* or click the Start Playback button on the Extras toolbar. You can also say, "*Play that back.*"

3 When the playback of your dictation reaches a recognition error, press the correction hot key. By default, this is the minus (–) key on the numeric keypad.

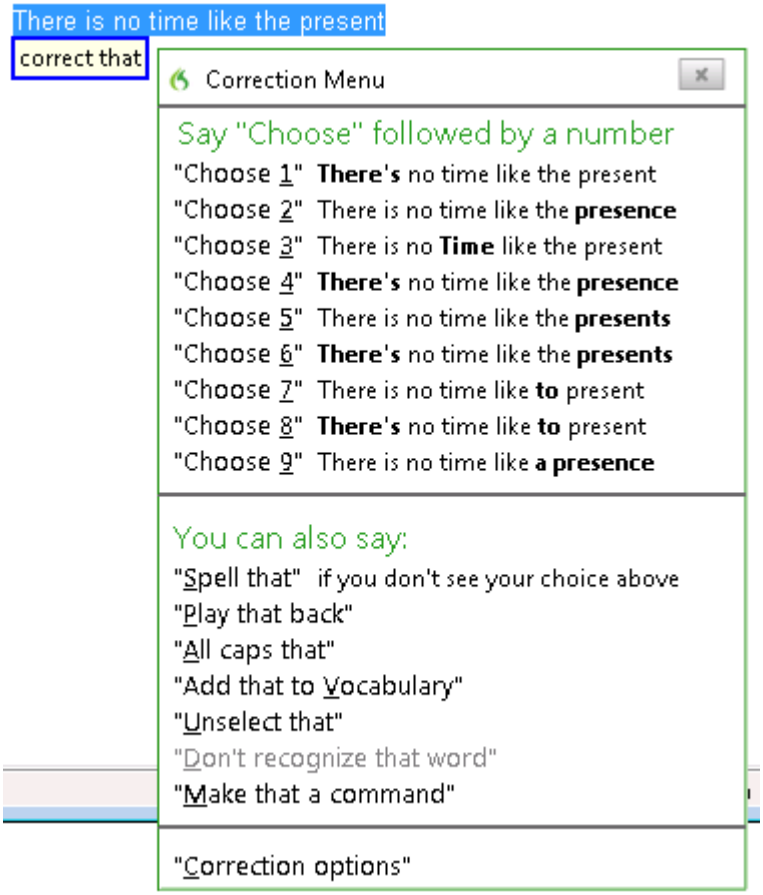
4 If one of the alternatives is correct, press the *Down Arrow* key to highlight that choice and then press ENTER to accept it. If no alternative is correct, just type or say the correct text and

press the *Correction* hot key again. Playback continues automatically from the point where you stopped.

5 Continue until all the text is correct.

Using the Correction menu

The *Correction* menu shows Dragon's best guess of the alternatives to the words you dictated and selected.



To correct a word or phrase with the Correction menu:

1 When you notice a mistake, pause in your dictation, and then say "Select" and the incorrect word or phrase. If the error is

in the last thing you said, you can just say "Select That." Dragon highlights the word or phrase, and the Correction menu appears.

2 If the correct word or phrase is on the list, start spelling to choose it, or say "Choose" and the number of that choice. For example, say "Choose 2." Do not say "Choose Numeral Two" or Dragon will transcribe the phrase as the text "Choose Numeral Two" or "Choose 2" depending on how you set the number formatting options on the Auto-formatting dialog box.

3 If the word or phrase you want is not on the list, spell the word, or say "Spell That," or just say the word again.

correction_dialog_items

The Correction menu contains the items listed below. You can choose them by voice, mouse, or using the down arrow and pressing Enter.

Numbered list of alternative recognitions

Lists alternatives to what Dragon thinks it heard. If one alternative is correct, say "Choose" and the number of that alternative. For example, "Choose Two."

Do not say "Choose Numeral Two" or Dragon will transcribe the phrase as the text "Choose Numeral Two" or "Choose 2" depending on how you set the number formatting options on the Auto-formatting dialog box.

Spell That

Saying "Spell That" opens the Spelling window, where you can enter the correct word or phrase by spelling it or typing it. Use the Spelling window to play back a segment of dictation, modify an alternative that is almost correct, or provide acoustic training so that Dragon better "hears" the difference between what you said and what it had originally transcribed.

Note that if you enter a word in the Spelling window that is unknown to Dragon, Dragon adds the word to its Vocabulary.

Play That Back

Plays back recorded dictation of the selected word or phrase.

All Caps That

Capitalizes the initial letter in the selected word or words.

Add that to Vocabulary

Displays the "Add Individual Word" dialog so you can add the selected word or phrase to the vocabulary. Adding the word or phrase will help Dragon recognize it in the future.

Unselect That

Deselects the selected word or words.

Don't Recognize That Word

Removes the selected word from your active Vocabulary, so that Dragon won't recognize it again. This can save you time if Dragon repeatedly replaces words you dictate with words you don't use.

For example, if you dictate the name "Cassity" often and Dragon always hears "Cassidy," you could use Don't Recognize That Word from the Correction menu to turn off recognition of Cassidy. If you decide later that you do need to use the word, you can add it back using the Vocabulary Editor.

Make That a Command

Displays the MyCommands Editor to make the currently selected word or phrase a Dragon Command. With this option, you can associate up to 70 characters of dictation that you reuse frequently with a single command. That way, you don't need to retype it or retrieve it from a file location on your computer when you want to reuse it.

Correction Options

Opens the Correction tab of the Dragon Options dialog box where you can modify the behavior of the Correction menu and

specify which command is used to bring it up, "Correct" or "Select."

Correcting Punctuation

Note the following when correcting punctuation:

When you select a phrase (more than one word) that has punctuation, be sure to dictate that punctuation. For example, say you initially dictated, *"Today is Thursday I have a meeting at 11 o'clock"* and the text was transcribed as *"Today is Thursday, I have a meeting at 11 o'clock."* If you want to change the comma to a period, say *"Select Thursday comma."* If the correct punctuation appears in the *Correction* menu, select it. Otherwise, you can dictate over the selection by, for example, saying *"Thursday period."*

When you select punctuation, the *Correction* menu might list alternate punctuation

If *Natural Punctuation* is turned on, when you select a phrase that Dragon has added punctuation to, the choices will include punctuation changes .

NOTE: *When you select a word that has adjacent punctuation the Natural Punctuation feature added, the selection will extend to include that punctuation.*

Selecting text by voice

Using Full Text Control®

You can revise your dictation without correcting it by selecting the text using the *"Select"* command and then saying new words to replace the selected text.

To use Full Text Control®:

1 Dictate the sentence below:

US/Canada: *"Let's meet for lunch on Tuesday [period]"*

Other Dialects: *"Let's meet for lunch on Tuesday [full stop]"*

2 Say "*Select lunch on Tuesday.*" The words *lunch on Tuesday* should be highlighted on the screen.

3 Say "*dinner on Wednesday.*" These words should replace *lunch on Tuesday.*

Since "*Tuesday*" and "*Wednesday*" sound completely different, Dragon will know you are not correcting a recognition mistake but rather revising your dictated text.

TIP: *You can also select punctuation marks.*

4 Say: "*Select period*" (US/Canada) or "*Select full stop*" (Other Dialects). If there's more than one period or full stop, you can say "*Select Again*" to select a different one.

5 To replace the period or full stop with an exclamation mark, say "*exclamation mark.*"

TIP: *It is often easier for Dragon to find the matching text if you select a short phrase rather than individual words. If you select some words that are already correct, just say them again along with the ones you want to change.*

Selecting the same text again

If the words you're trying to select appear more than once on the screen and Dragon selects the wrong ones, just say "*Select Again.*" The program then looks for another instance of the same word or words.

You can also say "*Select Again*" if Dragon selects a word that sounds like the word you want, but is not the correct one (for example, "two" instead of "too").

Unselecting words

If the wrong text is selected, say "*Unselect That.*"

You can also *unselect* words by moving your insertion point (by mouse or voice) to another part of your document. For example, say "*Go to End of Line*" or click somewhere else in your document.

Selecting a longer phrase

You can select a longer phrase by saying "*Select [text] Through [text]*" (US/Canada) or "*Select [text] To [text]*" (Other Dialects). For [text], substitute the actual word or words at the beginning and the end of the range of wrong words. For example, you could correct the underlined words in the following sentence:

> With a little practice, who will develop a habit of dictating an unclear, steady voice, and the computer will understand you better.

by saying:

(US/Canada) "*Select who Through unclear*" or "*Select who will Through an unclear*"

(Other Dialects) "*Select who To unclear*" or "*Select who will To an unclear*"

Then dictate the correct text:

"*you will develop the habit of dictating in a clear*"

The final corrected sentence reads:

> With a little practice, you will develop the habit of dictating in a clear, steady voice, and the computer will understand you better.

NOTE: *If you're correcting more than one word, the words must all be in sequence (next to each other). You can't use a single command to correct words that are in different parts of your document.*

Selecting your whole document

To select all the text in your document, say "*Select Document*" or "*Select All.*" This command is useful when you want to change the font or the way text is aligned.

When you want to copy all the text in a document to another window, the easiest way to do it is with the "*Copy All to Clipboard*" command.

NOTE: *When a lot of text is selected, the "Scratch That" and "Cut That" commands don't work, nor can you overwrite the selection by dictating new text. This prevents you from accidentally deleting a large part of*

your document. To remove a large selection, you can say "Delete That" instead.

Selecting an entire paragraph or line

You can select the current paragraph by saying "*Select Paragraph.*" To select the current line, say "*Select Line.*"

You can also select a number of paragraphs or lines (up to 20). For example, you can say "*Select Previous 5 Paragraphs.*"

SAY	THEN	THEN
Select	Next	Paragraph
	Previous	*2...20* Paragraphs
	Forward	Line
	Back	*2.20* Lines
	Last	

Selecting a word or character

You can select the current word by saying "*Select Word.*" To select a character, say "*Select Next Character*" or "*Select Previous Character.*"

You can also select a number of words or characters (up to 20). For example, say "*Select Previous 2 Words.*"

SAY	THEN	THEN
Select	Next	Word
	Previous	*2...20* Words
	Forward	Character
	Back	*2...20* Characters
	Last	

Moving around in a document

When you're editing a document, you can move around in it by voice. After you place the insertion point where you want it, you can dictate more text, select text, copy and paste, or apply formatting.

Going to the top or bottom of a page or document

You can move to the top or bottom of the current page by saying "*Page Up*" (equivalent to pressing the PAGE UP key) or "*Page Down*" (equivalent to pressing the PAGE DOWN key).

You can move to the top or bottom of your document by saying "*Go to Top*" or "*Go to Bottom.*"

SAY	THEN
Go to	Top
Move to	Bottom
	Top of Document
	Beginning of Document
	Start of Document
	Bottom of Document
	End of Document

Going to the beginning or end of a line

You can move to the beginning or end of the current line by saying "*Go to Beginning of Line*" or "*Go to End of Line.*"

SAY	THEN
Go to	Beginning of Line
Move to	Start of Line
	End of Line

Placing the insertion point before or after a specific word

You can place the insertion point before a specific word by saying "*Insert Before*" and then the word or words. You can place the insertion point after a word by saying "*Insert After*" and then the word or words.

After you move the insertion point where you want it, you can dictate more text, paste text, add punctuation, and so on.

To place the insertion point before a specific word:

To move the insertion point before the word *lets* in the sentence below, say "*Insert Before lets*" (or "*Insert Before lets me talk*"). Remember not to pause between any of the words:

Dragon |lets me talk instead of type.

To place the insertion point after a specific word:

To move the insertion point after the word "talk" in the sentence below, say "*Insert After talk*" (or "*Insert After lets me talk*").

Dragon lets me talk| instead of type.

Moving up or down a paragraph or line

You can move up or down a paragraph by saying "*Move Up a Paragraph*" or "*Move Down a Paragraph.*" You can also move up and down a number of paragraphs (up to 20). For example, you can say "*Move Up 3 Paragraphs.*"

You can move up or down a line by saying "*Move Up a Line*" or "*Move Down a Line.*" You can also move up and down a number of lines (up to 20). For example, you can say "*Move Down 3 Lines*," as delineated in the table below:

SAY	THEN	THEN
Move	Up	a Paragraph *or* 1 Paragraph
	Back	*2…20* Paragraphs
	Down	a Line *or* 1 Line
	Forward	*2…20* Lines

Moving right or left a word or character

You can move to the right or left of a word by saying "*Move Right a Word*" or "*Move Left a Word*." You can also move right or left a number of words (up to 20). For example, you can say "*Move Right 3 Words*."

You can move to the next or previous character by saying "*Move Right a Character*" or "*Move Left a Character*." You can also move forward and backward a number of characters (up to 20). For example, you can say "*Move Left 4 Characters*" or "*Move Back 6 Characters*," as delineated in the next table:

SAY	THEN	THEN
Move	Right	a Word *or* 1 Word
	Forward	*2...20* Words
	Left	a Character *or* 1 Character
	Back	*2...20* Characters

Copying, cutting, and pasting text

You can move text from one place to another by using the "*Copy That*," "*Cut That*," and "*Paste That*" commands.

To copy, cut, or paste text:

1. Select the text you want to copy or cut.
2. Say "*Copy That*" or "*Cut That*."
3. Move the insertion point to where you want to paste the text.
4. Say "*Paste That*."

Deleting text

Deleting the last words you dictated

You can erase the last words you dictated by saying "*Scratch That*." When you say this command, Dragon deletes the last

thing it typed into your document. This may be a full sentence, a phrase, or just one word, if that's all you said before pausing.

You can say "*Scratch That*" up to 10 times to delete the last few things you said. If you repeat the command, you must pause before saying it again. You can also say, for example, "*Scratch That 5 Times*."

Going back as you dictate

When you're dictating, sometimes you may hesitate or think of a better way to say something right after you've said it. When this happens, you can use the "*Resume With*" command to return to where you were before the mistake.

Just say "*Resume With*" followed immediately by the word or words to which you want to return. Then, continue dictating. Any text after the new position of the insertion point will be replaced with your new dictation.

NOTE: *When using the "Resume With" command, remember not to pause in the middle. Say "Resume With" and then immediately say the words to which you want to return. These words must be in the last three or four sentences (100 characters) you said; you can't use "Resume With" to return to an earlier part of your document.*

To go back as you dictate:

1. Suppose you dictate this sentence: "*I have a deadline this week, but we could meet for lunch… um… er… next Wednesday*."
2. To correct the sentence, return to the last correct words you remember dictating. For example, say "*Resume With meet for lunch*." (Remember not to pause in the middle.)
3. Then, dictate the rest of the sentence. For example, say "*next Wednesday at noon*."

Deleting specific words

You can delete text by selecting it and saying "*Delete That*."

To delete text:

1. Select the text you want to delete.

2 Say "*Delete That*."

You can also say "*Scratch That*" to do the same thing.

Deleting the next or previous paragraph or line

You can delete the next or previous paragraph by saying "*Delete Next Paragraph*" or "*Delete Previous Paragraph.*" You can delete the next or previous line by saying "*Delete Next Line*" or "*Delete Previous Line*."

You can also delete a number of paragraphs or lines (up to 20). For example, you can say "*Delete Previous 5 Paragraphs*." See the complete list below:

SAY	THEN	THEN
Delete	Next	Paragraph
	Previous	*2...20* Paragraphs
	Forward	Line
	Back	*2...20* Lines
	Last	

Deleting the next or previous word or character

You can delete the next or previous word by saying "*Delete Next Word*" or "*Delete Previous Word*." You can delete the next or previous character by saying "*Delete Next Character*" or "*Delete Previous Character*."

You can also delete a number of words or characters (up to 20). For example, you can say "*Delete Previous 5 Words*." See the complete list below:

SAY	THEN	THEN
Delete	Next	Word
	Forward	2...20 Words
	Previous	Character
	Back	*2...20* Characters

SAY	THEN	THEN
	Last	2...20 Characters

NOTE: *Another way to delete the previous character is by saying "Backspace." This is equivalent to pressing the BACKSPACE key. You can "press" it multiple times (up to 20) by saying, for example, "Backspace 5."*

Spelling as you dictate

With the *Spell* command in Dragon, you can easily spell a word or phrase you want to dictate into your document. This can be useful if you are dictating a word that is not likely to be in the Dragon vocabulary, such as a proprietary term, a proper name, or a non-English word. Say, for example, "*Spell b-u-o-n space g-i-o-r-n-o.*" The word you spelled appears right in your document.

You must say "*Cap*" if the word contains a capital letter. For example, say "*Spell Cap R-u-m-p-e-l-s-t-i-l-s-k-i-n*" to type "*Rumpelstilskin*."

If you say "*Spell*" by itself, without any letters after it, the *Spell* dialog box opens.

You can then speak the letters and Dragon will type them or you can correct any errors in the word you spelled.

When spelling, you can say numbers and special characters as well as letters. For example, to dictate an automobile license plate number, you could say "*Spell y-h-m-6-0-9*." Dragon would type *yhm609*. Say "*Spell Cap-m-a-c-m-i-l-l-a-n-trademark*" to get *MacMillan*™ in your document.

Spelling a word adds that word to the active vocabulary. Words that contain numbers are not added to the vocabulary.

TIP: *To dictate unusual text such as automobile license plate numbers or product codes, you can also switch to Spell mode by saying "Switch To Spell Mode," and then dictate letters.*

You can make the *Spell* dialog box appear whenever you use the *Spell* command by setting the "*Spell" commands bring up the Spell dialog box* option on the *Correction* tab in the *Options* dialog box. See the online help for more information.

You can also access the *Spell* dialog box when using the *Select* or *Correct* commands.

For a list of how to spell special characters, see the *Spelling* topic in the online Help.

Playing back your dictation

Playback commands work in the DragonPad, Microsoft Word (Versions 97, 2000, 2002, 2003, and 2007), Corel WordPerfect (Versions 8, 9, 10, and 12), and Lotus Notes.

Although Dragon never makes a spelling mistake, the mistakes it does make can be challenging to find and fix. Sometimes, what the program types looks very different from what you actually said.

To make correcting mistakes easier, Dragon records your voice as you dictate. You can play back your voice whenever you cannot tell by looking at your document what you originally said.

NOTE: *Unless you have Dragon Professional or a higher edition, playback is available only until you close a document. After you close a document, Dragon deletes the recorded dictation for that document.* *See page 88 for information on saving dictation for later correction (Professional and higher editions).*

Playing back dictation from the Correction menu

When you're working in the *Correction* menu, click the *Play Back* button or say "*Play That Back*" to play the dictation that goes with the words you're correcting. Then edit the text to match what you said.

You can set up Dragon to play back dictation automatically whenever you open the *Correction* menu. On the Dragon menu, select *Tools* > *Options* > *Correction* tab. On the *Correction* tab, select *Automatic playback on correction*.

Sometimes, there's no dictation to play back. For example, you cannot play back text that wasn't entered by voice, such as words you typed or pasted into your document.

> NOTE: *Even when you have entered text by voice, you cannot play it back after you have cut it, copied it, pasted it, or otherwise moved it around in the document.*

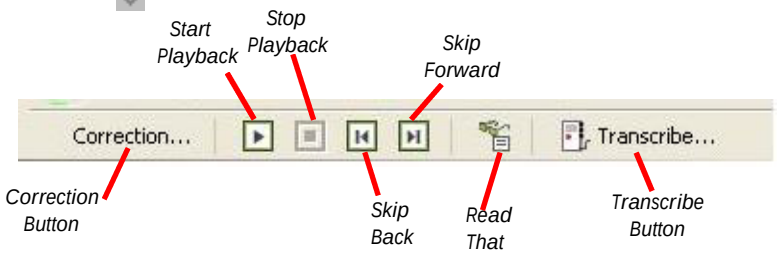
If you have Dragon Naturally Speaking Professional or a higher edition, you can save your dictation with your document for later playback (see Dictate now, correct later on page 88). Otherwise, you cannot play back dictation after closing a document.

If dictation is not available, the *Play Back* button is dimmed (grayed out). When playback is not available, you may find text-to-speech useful for checking your work. See Notes on correcting with another author's user files on page 90.

Playing back dictation in a document

To help you check your work for mistakes, you can play back a line, a paragraph, a selection, or the whole document. After playback starts, you can stop it as soon as you notice a mistake and automatically open the *Correction* menu.

The *Playback* toolbar is an extra section of the *DragonBar* that is normally hidden. To see the *Playback* toolbar, click the double chevron icon on the *DragonBar* to open the *Extras* toolbar.



To play back dictation:

To play back dictation, do any of the following:

Select the text you want to play back, and say "*Play That Back*."

Click the *Start Playback* button on the *Playback* toolbar.

Move the insertion point to the text you want to play back and say any of the following commands:

SAY	TO
Play Back Line	Play back dictation for the current line.
Play Back Paragraph	Play back dictation for the current paragraph.
Play Back Document	Play back dictation for the whole document.
Play Back Window	Play back dictation for the text in view.
Play Back to Here	Play back dictation from the top of the document window to the insertion point.
Play Back from Here	Play back dictation from the insertion point to the bottom of the document window.

To stop playback:

To stop playback, do any of the following:

Click the *Stop Playback* button on the *Playback* toolbar.

Click anywhere in the document window.

Press the ESC key.

(It's not possible to stop playback by voice, because the computer cannot hear speech input when it is playing back dictation.)

To skip backward or forward:

You can skip backward or forward in your document by a few words by clicking the *Skip Backward* and *Skip Forward* buttons.

To stop playback and correct a mistake:

To stop playback and correct a mistake, do any of the following:

Click the *Correction* button on the *Playback* toolbar.

Press the minus (–) key on the numeric keypad.

This stops playback and simultaneously opens the *Correction* menu. There you can correct the text for the last phrase played back.

NOTE: *By default, Dragon stores about 30 minutes of dictation (40 MB). If you want to be able to store more dictation, you can change the amount of disk space that's set aside for storing it. On the Tools menu, click Options, and then click the Data tab. Increase the number in the Disk space reserved for playback box.*

Dictate now, correct later

When you dictate into the *DragonPad*, you can save your dictation with your text so either you or someone else can correct it later. You must create and edit your file in the *DragonPad* to be able to play back dictation. This feature is available in Dragon Professional and higher editions.

You can save dictation with your document if you select the *Save recorded dictation with document* box on the *Data* tab of the *Options* dialog. The first time you save a document in *DragonPad* during an editing session, Dragon asks you whether you want to save your speech data. If you save your speech data, you can reopen the document at a later time and play back your dictation. If you do not save your speech data, your dictation is stored only during the current editing session.

Correcting your own dictation

If you save your dictation, you can open your file later and play back and correct the text as if you had just dictated it.

Correcting someone else's dictation

You can play back someone else's dictation and correct the text to match the dictation. You can do this in two ways:

Correct the dictation using your own user files.

Correct the dictation using the document author's user files.

Correcting with your own user files

You should use this correction technique if you regularly correct another person's text by voice and it is not important to maximize the author's recognition accuracy.

When you use your own user files to correct someone else's text, you can correct the dictation just as you would correct your own dictation, using any combination of voice commands and keyboard typing. Even though you are correcting someone else's dictation, your work won't reduce recognition accuracy for either you or the person who dictated the text. But your corrections to the other person's dictation won't improve his or her recognition either.

Correcting with the document author's user files

You should use this correction technique if you do not need to correct by voice and it is important to maximize the author's recognition accuracy.

> TIP: *This technique works if all work is done on a single computer. Consult your Dragon reseller about ways to dictate on one computer and correct on another.*

If you correct dictation using the author's user files, you must not correct by voice, or you may reduce that person's recognition accuracy. You can, however, improve the author's recognition accuracy if you make corrections by using the keyboard and mouse with the *Correction* menu, as in the following procedure.

To correct using someone else's user files:

1. Make sure you are not wearing the microphone headset, or that the microphone is not turned on or plugged in. This action ensures that you don't accidentally reduce the accuracy of someone else's user files by using your voice.
2. Be sure the *DragonPad Extras* toolbar is displayed so you can see the playback command buttons.
3. Open the user files of the person whose text you will correct.
4. In *DragonPad*, open the document to correct.

5 Use the buttons on the *Extras* toolbar to play back dictation.

6 Select the text you want to correct by mouse or keyboard.

7 Press the correction hot key (normally the minus [–] key on the numeric key pad) or click the *Correct* button on the *DragonBar Extras* toolbar. The *Correction* menu appears with the selected text.

8 Use the keyboard to correct the text.

9 When you finish, save the text and the user's speech files.

NOTE: *Notes on correcting with another author's user files*

This technique is effective if all work is done on a single computer. Consult your Dragon reseller about ways to dictate on one computer and correct on another.

Display the DragonBar Extras toolbar by clicking the double chevron icon *on the DragonBar (not possible in Cling mode).*

In the Correction menu, you can use the mouse or keyboard to select any of the commands displayed below the correction choices. For example, you can click Spell That to open the Spell dialog box and spell the word.

You may want to select the following on the Correction tab of the Options dialog box:

Correct command brings up Correction menu
Automatic playback on correction box

With these settings, Dragon automatically plays back the author's dictation for each selection of text you correct. The Correction menu does not play back dictation.

When you correct someone else's dictation, be sure that the amount of disk space you have reserved for storing dictation is at least as large as the amount allocated for the user that created the text. You allocate the disk space on the Data tab of the Options dialog box.

Saving dictation with documents can take up more than a megabyte of disk space per minute of dictation. To save this space, delete any dictation audio you no longer need.

Dragon saves dictation audio in a file with the same name as the document, but with the .dra extension. For example, for a document

called MyDoc.rtf, Dragon saves your dictation in a file called MyDoc.dra in the same directory as your document.

Using text-to-speech

You can use text-to-speech to have text displaying on your screen (not your current dictation) read aloud in a computer voice. You can use this feature to have the product read back a document that you (or someone else) dictated while you listen for mistakes and make note of sections you might want to revise.

Text-to-speech is available only in the DragonPad, Microsoft Word, and Corel WordPerfect. You can, however, copy and paste text from other programs and then use text-to-speech.

To start text-to-speech, do one of the following:

Select the text you want to hear (a line, a paragraph, and so on), and then say *"Read That."*

Select the text you want to hear, and then select *Read That* from the *Advanced* submenu (or right-click in your document and click *Read That* from the shortcut menu).

Move the insertion point to the text you want to hear and say any of the following commands:

SAY	TO
Read Line	Read back the current line.
Read Paragraph	Read back the current paragraph.
Read Document	Read back the whole document.
Read Window	Read back the text in view.
Read to Here	Read back from the top of the document window to the insertion point.
Read from Here	Read back from the insertion point to the bottom of the document window.

To stop text-to-speech, do one of the following:

From the NaturallySpeaking menu, point to *Advanced* and click *Stop Playback/Reading*.

Right-click in your document and click *Stop Playback/Reading* from the shortcut menu.

Press the ESC key.

You can control the speed, pitch, volume, and other text-to-speech settings. From the menu, click *Tools* > *Options* and select the *Text-to-Speech* tab.

CHAPTER 6

Formatting

You can bold text, change font sizes and styles, capitalize text, and apply other formatting by voice.

Many Dragon NaturallySpeaking formatting commands work for text that is selected (highlighted) in your document. To select text by voice, say "*Selectjm*" plus the words you want to select. See Selecting text by voice on page 74 for information.

Types of commands

Most of the commands listed in this chapter are *global*—they are available in virtually every application. In addition to the global commands listed here, Dragon includes many commands for editing and formatting that work in common applications. For more information on finding these commands see the online help.

NOTE: *You can change the formatting properties of a word (such as whether Dragon should type a space before or after the word, or whether the word is capitalized in a title) by using the Word Properties dialog box. See the online help for more information.*

Capitalizing text

Capitalizing first letter of next word you dictate

Dragon capitalizes many words automatically, such as the first word in a sentence (following a period, question mark, or exclamation mark). It capitalizes the first word after you say "*New Paragraph*" (not when you say "*New Line*") and it capitalizes proper names (when these words are already in the Dragon vocabulary in capitalized form).

NOTE: *You can change the spacing and capitalization rules for a word in the Word Properties dialog box. See the online help for more information.*

When you're dictating, you can capitalize words that aren't automatically capitalized by saying "*Cap*" and then the word. For example, say "*Cap zelda*" to get *Zelda*.

TIP: *If saying "Cap <word>" doesn't work, try say "Cap Next <word>."*

TIP: *To dictate the word "cap," for example, in this sentence: The company is putting a cap on salary increases, you must say "the company is putting a" then say "Spell c-a-p," and then say "on salary increases." In this way, Dragon knows that you do not want to capitalize any of the words within the sentence.*

Capitalizing consecutive words

When you want to capitalize consecutive words (for example, if you're dictating a book title), you can turn capitals on and then turn them off when you're finished. This is usually easier than saying "*Cap*" before each word. Another way to do consecutive capitalization is to dictate the words, pause, and then say "*Capitalize That*" or "*Cap That*."

To capitalize the first letters of consecutive words:

1 Say "*Caps On*" to turn capitals on.

NOTE: *When "Caps On" is active, Dragon uses title case. This means it capitalizes the first letters all words except for articles and prepositions (such as "the" and "to").*

2 Dictate the words you want capitalized. For example, say: *"success is a journey [colon] seven steps to achieving success in the business of life"*

Dragon types:

Success Is a Journey: Seven Steps to Achieving Success in the Business of Life

3 Say *"Caps Off"* to turn capitals off.

Dictating next word in all capital letters

When you're dictating, you can enter a word in all capital letters by saying *"All Caps"* and then the word.

For example, say *"All Caps please"* to get *PLEASE*.

Dictating consecutive words in all capital letters

When you want to dictate consecutive words in all capitals, you can turn all capitals on and then turn them off when you've finished.

To dictate consecutive words in all capitals:

1 Say *"All Caps On"* to turn all capitals on (like pressing the CAPS LOCK key).

2 Dictate the words that you want to appear in all caps. For example, say "*the end*" and Dragon types *THE END*

3 Say *"All Caps Off"* to turn all capitals off.

Dictating next word in all lowercase letters

When you're dictating, you can enter a word in all lowercase letters by saying "*No Caps*" and then the word.

For example, say "*No Caps Jennifer*" to get *jennifer*. (Dragon normally capitalizes this and other proper names.)

Dictating consecutive words in all lowercase letters

When you want to dictate consecutive words in lowercase letters (for example, names of computer files or e-mail addresses), you can turn the "no capitals" feature on and then

turn it off when you are finished. This is usually easier than saying *"No Caps"* before each word.

To dictate consecutive words in all lowercase letters:

1. Say *"No Caps On"* to turn no capitals on.
2. Dictate the words you want to appear in all lowercase.
3. Say *"No Caps Off"* to turn no capitals off.

Capitalizing (or uncapitalizing) text already in your document

You can change the capitalization of text already in your document by selecting it and then saying *"Capitalize That," "Cap That,"* or *"All Caps That,"* or *"Uncapitalize That," "Uncap That,"* or *"No Caps That."*

To capitalize or uncapitalize text:

1. Select the text you want to change.
2. Say *"Capitalize That," "Cap That,"* or *"All Caps That,"* or *"Uncapitalize That," "Uncap That,"* or *"No Caps That."*

Formatting text

You can use voice commands to specify any combination of font name, size, and style, in that order. These commands change text you dictate from then on or text you have selected.

To set a new style for text you are about to dictate, use the *"Set Font"* and *"Set Size"* commands. To change the style of text you have already selected, use the *"Format That"* command.

Changing the font as you dictate

While dictating, you can change the font face, size, and style by saying *"Set Font"* followed by the font attributes you want. For example, you can say *"Set Font Times"* or *"Set Font Arial 12 Bold."* When you continue dictating, the new text appears with the font attributes you set.

Changing font face

SAY	THEN
Set Font	Arial
	Courier
	Courier New
	Garamond
	Helvetica
	Palatino
	Times
	Times New Roman

Changing font size

Say "*Set Size*" and then a size from 4 to 100 points. For example, say "*Set Size 18.*" Then, continue dictating.

Changing font style

SAY	THEN
Set Font	Bold
	Italics
	Bold Italics
	Underline
	Strikeout
	Plain *or* Plain Text *or* Normal *or* Regular

Changing a combination of font face, size, and style

Say "*Set Font*" and then the attributes you want (listed in the previous sections). You can specify any combination of font face, size, and style, but you must specify these attributes in that

order (font face, then size, then style). See the list of examples below:

"Set Font Arial"

"Set Font Arial 12" or "Set Font Arial 12 Point"

"Set Size 12 Bold"

"Set Font Arial Bold"

"Set Font Bold"

NOTE: *If you're changing only the font size, use the "Set Size" commands, not the "Set Font" command.*

Changing the font later

You can go back and change the font face, size, or style of text by selecting it and then using the *"Format That"* commands. *"Format That"* works on selected text with the same combinations of font face, size, and style as the *"Set Font"* commands (see the tables in the previous section.)

To change the font:

1. Select the text you want to change.
2. Say *"Format That"* and then the font attributes you want to apply as described in the previous section. For example, say *"Format that Arial 18."*

Bold, italics, and underlining

You can apply formatting to text in your document by selecting it and then saying *"Bold That," "Italicize That,"* or *"Underline That."* You can also say *"Strikeout That."*

To add bold, italics, and underlining:

1. Select the text you want to change.
2. Say *"Bold That," "Italicize That," "Underline That,"* or *"Strikeout That."*

To remove formatting:

1. Select the text you want to change.
2. Say *"Restore That"* to remove formatting.

Aligning text

You can change how text is aligned by placing your insertion point in the text and saying *"Center That," "Left Align That,"* or *"Right Align That."*

To align text:

1. Move the insertion point to the text you want to align.
2. Say *"Center That," "Left Align That,"* or *"Right Align That."*

You can also use the following commands on selected text: *"Format That Centered," "Format That Left Aligned,"* and *"Format That Right Aligned."*

Bulleted text

To add bullets to text, place your insertion point in the text and say *"Format that Bullet Style."* To remove bullets, say *"Format that Bullet Style"* again.

CHAPTER

7

Dictating Numbers, Punctuation, and Special Characters

This chapter describes how to dictate numbers, punctuation, Web addresses, and a few other special items. For complete information on this topic, see the online help.

NOTE: *If Dragon is not formatting a word as you would like, you can change the formatting properties of the word by using the Word Properties dialog box. See the online help for more information.*

Dictating numbers

In most cases you can dictate numbers, including postal codes, as you normally say them. Dragon will display either a numeral ("3") or the word ("three"), based on the context. To force recognition of digits as numerals instead of text without using the Numbers Mode, say "*Numeral*" before you say the digit, for example, say "*Numeral Three*" to get 3. When dictating numbers:

You can use or omit the word *and* as part of a number. For example, say "*one hundred fifty*" instead of "*one hundred and fifty*" to get the number *150*.

You can use "*oh*" and "*zero*" interchangeably to get *0*.

If you want a comma in a four-digit number, you must speak it explicitly. Numbers with five or more digits automatically include commas, with the exception of US ZIP codes.

For a decimal point, say "*point*."

TIP: *If you want to dictate only numbers, you can switch to "Numbers Mode." See* Switching recognition modes *on page 119 for more information.*

TO ENTER	SAY
1	one numeral one
5	five numeral five
17	seventeen
23	twenty three
179	one hundred seventy nine one seventy nine
5423	five thousand four hundred and twenty three
5,423	five [comma] four twenty three
12,537	twelve thousand five hundred and thirty seven
142,015	one hundred and forty two thousand and fifteen
35.23	thirty five [point] two three
0.03	All Dialects: zero [point] zero three Outside US/Canada: nought [point] nought three
43.28%	forty three [point] twenty eight [percent sign]
02460	oh two four six zero
02460-1458	oh two four six zero [hyphen] one four five eight
2 3/4	two and three fourths
11/32	eleven over thirty two
$99.50	ninety nine dollars and fifty cents
€45.35	45 Euros and thirty-five cents
£120.35	pound sterling sign one hundred and twenty point thirty five [All Dialects]

NOTE: *If you are having problems dictating numbers, currency, times, or dates, make sure that your Regional Settings match the language (dialect) you selected when you created your user.*

Using Numbers mode

Any time you need to dictate a series of numbers and do not want Dragon to recognize them as words, you can turn on Numbers Mode. This could be useful, for example, if you are dictating in a spreadsheet program, such as Microsoft® Excel®.

To turn on Numbers Mode, say "*Start Numbers Mode*" or "*Numbers Mode On.*" To turn off Numbers Mode, say, "*Stop Numbers Mode*" or "*Numbers Mode Off*" or "*Switch to Normal Mode.*"

For more information on Numbers Mode and more ways to turn Numbers Mode on and off, see the section Switching recognition modes on page 119.

Dates

You can dictate most dates the way you would normally say them. Say "*oh*" or "*zero*" to enter *0*. In dialects other than US/Canada, you can also say "*nought.*"

TO ENTER	SAY
22 January 1999	twenty two January nineteen ninety nine
April 9, 2001	April 9 [comma] two thousand and one
14/07/85	fourteen [slash] oh seven [slash] eighty five
3/11/02	three [slash] eleven [slash] zero two
3/11/2002	three [slash] eleven [slash] two thousand and two
April 1st	April first
March 22nd	March twenty second
the 1980s	the nineteen eighties

See also Automatic formatting of dates, times, telephone numbers on page 106.

Times of day

Dictate the time of day the way you would normally say it.

US/Canada: Dragon automatically types the colon (:) if you say "*a m*" or "*p m*" when dictating the time. Say "*o'clock*" or "*colon zero zero*" to enter *00*.

TO ENTER	SAY
8:30	eight [colon] thirty *or* eight [numeric colon] thirty
7:45 AM	seven forty five a m
10:22 PM	ten twenty two p m
3:00	three o'clock *or* three [colon] zero zero
5:00 PM	five o'clock p m

TIP: *Dragon will recognize times more accurately if you say "numeric colon" instead of "colon" when dictating times.*

Other Dialects: Dragon automatically types the point (.) if you say "*a m*" or "*p m*" when dictating the time, depending on the regional setting. Say "*o'clock*" or "*point zero zero*" to enter *.00*.

TO ENTER	SAY
8.30	eight [point] thirty
7.45 AM	seven forty five a m
10.22 PM	ten twenty two p m
3.00	three o'clock
5.00 PM	five o'clock p m

NOTE: *The format of "a.m." and "p.m." depends on your computer's regional Windows® settings.*

See also Automatic formatting of dates, times, telephone numbers on page 106.

Telephone numbers

North American phone numbers

Say US and Canadian phone numbers as you normally would, pausing briefly between each group of numbers.

You don't need to dictate hyphens for most phone numbers (numbers that are 7, 10, or 11 digits long). Dragon will add them automatically.

TO ENTER	SAY
965-5200	nine six five fifty two hundred
617-965-5200	six one seven nine six five fifty two oh oh
1-800-555-1212	one eight hundred five five five one two one two
(617) 965-5200	[open parenthesis] six one seven [close parenthesis] nine six five five two zero zero
1-212-555-1212	one two one two five five five one two one two

Telephone numbers outside North America

To dictate other phone numbers, including European phone numbers, you must say all the punctuation, including the hyphens, spaces, and parentheses.

TO ENTER	SAY
(01628) 894150	[open parenthesis] oh one six two eight [close parenthesis] eight nine four one five oh
027 629 8944	oh two seven [space bar] six two nine [space bar] eight nine four four
61-7-4695-2055	six one [hyphen] seven [hyphen] four six nine five [hyphen] two zero five five
(65) 2778590	[open parenthesis] six five [close parenthesis] two seven seven eight five nine zero

TIP: *In dialects other than US/Canada, you can say "bracket" instead of "parenthesis."*

See also Automatic formatting of dates, times, telephone numbers on page 106.

Automatic formatting of dates, times, telephone numbers

To indicate how you want dates, times, telephone numbers, and other numbers automatically formatted:

1. On the *DragonBar*, select *Tools* > *Auto-Formatting*. The *Auto-Formatting* dialog box appears.
2. Click the check box labeled *Format Dates* and select the format you want from its drop-down list. For instance, select *Month D, YYYY* or *D/M/YY*.
3. Click the check box labeled *Format times*. Dragon then formats times based on your Regional Settings in Windows.
4. To have hyphens added to a phone number automatically, click the check box labeled *Phone numbers* (all other editions).
5. You can also click the check box for *Prefer 5 million over 5,000,000*.
6. Other formats you can click check boxes for on this tab include United Kingdom and Canadian postal codes and several non-numeric formats that involve using common abbreviations, expanded contractions, abbreviations of units of measure and titles (such as *Mr.*, *Ms.*, *Dr.*), and formats for web and email addresses as well as street addresses.
7. If you have any edition, click *OK* to save the settings and close the dialog box.

Fractions

You can dictate most common fractions the way you would normally say them. To dictate 1/2, 1/3, 1/4, 1/5, 1/6, 1/7, 1/8, 1/9,

1/10, and 1/16 or a multiple of these fractions, just say the fraction normally.

TO ENTER	SAY
1/2	one half
1/4	one fourth *or* one quarter
15/16	fifteen sixteenths *or* fifteen over sixteen
3 7/8	three and seven eighths *or* three and seven over eight

If the denominator (bottom number in the fraction) is greater than 10, you can enter the fraction by saying "*slash*" or "*over*" between the two numbers.

TO ENTER	SAY
9/12	nine [slash] twelve *or* nine over twelve
5 3/56	five [space bar] three [slash] fifty six
130/70	one thirty over seventy

A few common fractions can also be displayed on your computer as special characters (such as ¼, ½, or ¾) instead of two numbers separated by a slash character (such as 1/4, 1/2, or 3/4). For information about dictating fraction characters, see Switching recognition modes on page 119.

Roman numerals

You can dictate Roman numerals by saying "*Roman numeral*" and the number. For large numbers, say the number in small combinations (as in the examples shown here).

TO ENTER	SAY
I	Roman Numeral one
IV	Roman Numeral four
V	Roman Numeral five
X	Roman Numeral ten

TO ENTER	SAY
L	Roman Numeral fifty
C	Roman Numeral one hundred
D	Roman Numeral five hundred
M	Roman Numeral one thousand
XXIV	Roman Numeral twenty our
XXXI	Roman Numeral thirty one
MCMXCVII	Roman Numeral one thousand Roman Numeral nine hundred Roman Numeral ninety Roman Numeral seven

TIP: *Don't pause after the word "Roman Numeral" when you're dictating a Roman numeral. If you pause, Dragon may enter, for example, "Roman numeral three" instead of "III."*

Postal and ZIP Codes

Dragon can automatically formats postal codes. This feature is controlled from the *Auto-Formatting* tab of the *Options* dialog box. For more information, see the online help.

US ZIP Codes

You can dictate US five-digit ZIP codes just as you dictate any group of numbers. When dictating nine-digit ZIP codes, you must say the hyphen.

TO ENTER	SAY
01886	oh one eight eight six
94704-1150	nine four seven oh four [hyphen] one one five oh

UK and Canadian Postal Codes

You can dictate UK postcodes by saying "*Postcode*" followed by the letters and numbers that make up the postcode. For Canadian postal codes, say "*Postal code*" followed by the letters

and numbers that make up the postal code. Spacing and formatting will happen automatically.

TO ENTER	SAY
NG3 2HX	Postcode n g three two h x
E10 7BD	Postcode e ten seven b d
EC2Y 4LK	Postcode e c two y four l k
K1A 0M5	Postal code k one a zero m five
X0A 0H0	Postal code x oh a oh h oh

Currency and coin

You dictate your own currency as you would normally say it.

Currency in US/Canada (US English dialect)

TO ENTER	SAY
$58.00	fifty eight dollars and zero cents
$1.75	one dollar and seventy five cents
$5.25	five dollars and twenty five cents
$3.9 billion	three point nine billion dollars
€ 45	forty five euros
€ 99.50	ninety-nine euros and five cents
£ 2.20	pound sterling sign two point two oh
£ 5 million	pound sterling sign five million

Currency in Other Dialects (UK, Australian, Indian, and Southeast Asian English)

TO ENTER	SAY
$58.00	dollar sign fifty eight
$1.75	dollar sign one point seventy five
€ 4.25	four euros and twenty five cents

TO ENTER	SAY
€ 3.9 billion	three point nine billion euros
£ 45	forty five pounds
£ 99.50	ninety nine pounds and fifty pence
£ 2.20	two pounds twenty
£ 5 million	five million pounds

NOTE: *Dragon uses the currency symbol ($, £, and so on) specified in your Windows Regional Settings as your default currency.*

Dictate other currencies by first saying the currency symbol followed by the digits.

US/Canada: If your Regional Settings are set to the United States or Canada, your default currency is $ (dollar). If you want to dictate a dollar currency amount, dictate it the way you normally do. If you want to dictate a pound sterling currency amount, say, for example, "*pound sterling sign fifty eight*" (to enter £ 58), and so on.

TIP: *In US/Canada, you must say "pound sterling sign" to enter £, since "pound sign" means # in the U.S. vocabulary. In all other dialects, you can say "pound sign" to type £.*

Other Dialects: If your Regional Settings are set to the United Kingdom, your default currency is £ (pound sterling). If you want to dictate a pound sterling currency amount, dictate it the way you normally do. If you want to dictate a dollar currency amount, say, for example, "*dollar sign fifty eight*" (to enter $58) and so on.

NOTE: *Australian users can say "fifty eight dollars" to dictate $58, since the Australian default currency is $ in Windows Regional Settings.*

Punctuation

Using Natural Punctuation

Dragon can automatically add commas and periods at the appropriate places in your dictation without your having to explicitly speak that punctuation. This Natural Punctuation feature can be useful in helping you get used to dictation by focusing on what you are saying rather than how your speech is punctuated.

Natural Punctuation only inserts periods and commas. You still have to dictate other punctuation marks. Even with Natural Punctuation turned on, you can still dictate periods and commas. As you become more adept at dictation and want more control over where punctuation appears, you may want to explicitly dictate all your punctuation.

For information on correcting punctuation, see Correcting Punctuation on page 74.

TIP: *Periods will only appear at the end of a sentence once you have started the next utterance or said "New Line" or "New Paragraph."*

Enabling and disabling automatic punctuation

Natural Punctuation is turned on by default.

There are two ways of turning Natural Punctuation on and off:

Select *Auto-Formatting Options* from the *Tools* menu of the *DragonBar* and click *Automatically add commas and periods*.

By saying "*autopunctuation on*" and "*autopunctuation off.*" Turning Natural Punctuation on and off by voice sets the option above in the *Auto-Formatting* dialog box. If you disable Natural Punctuation by voice, it stays disabled until you enable it again.

Dictating Punctuation

You can enter the punctuation marks and symbols listed below in text you dictate. For a list of all punctuation marks, see the online help.

TO ENTER	SAY
,	comma
.	period dot point [*each one has different spacing characteristics*]
?	question mark
!	exclamation mark (All Dialects) exclamation point (US/Canada)
“	open quote close quote
‘	open single quote close single quote
(	open paren (US/Canada) left paren (US/Canada) left parenthesis (All Dialects) open parenthesis (All Dialects)
)	close paren (US/Canada) right paren (US/Canada) right parenthesis (All Dialects) close parenthesis (All Dialects)
‘	apostrophe
‘s	apostrophe-ess
-	hyphen minus sign
-- [double hyphen]	dash
	space bar

You can use the *Vocabulary Editor* to view or change the formatting properties of the punctuation.

Words that end with ’s

To dictate a word ending with apostrophe S (’s), just say it as you normally would. Dragon will often add it. If Dragon doesn’t include the *’s*, you can add it later.

TO ENTER	SAY
We took Mary’s car	We took Mary’s car
that’s enough	that’s enough
it’s time to go	it’s time to go

Including ’s as you dictate

When you want to make sure that Dragon types a word with ’s, say “*apostrophe ess*” after saying the word. For words that already end in “*s*,” say “*apostrophe*” after the word, as in the second example shown here.

TO ENTER	SAY
We took my brother’s car	We took my brother [apostrophe ess] car
I met my friends’ children	I met my friends [apostrophe] children

TIP: *You can add ‘s to a word by selecting it and then saying it again with “apostrophe ess.“*

Dictating hyphenated words

Many hyphenated words and phrases are already in the Dragon vocabulary. To dictate a word or phrase that is usually hyphenated, just say it as you normally would.

TO ENTER	SAY
long-lasting	long lasting
up-to-date schedule	up to date schedule

TO ENTER	SAY
Tokyo-based company	Tokyo based company
nine-year-old boy	nine year old boy

Including hyphens as you dictate

To hyphenate words that Dragon doesn't hyphenate automatically, just say "*hyphen*" wherever you want a hyphen.

TO ENTER	SAY
speech-recognition software	speech [hyphen] recognition software
power-sharing agreement	power [hyphen] sharing agreement
Elizabeth Walker-Smith	Elizabeth Walker [hyphen] Smith

You can hyphenate words you just dictated with the command "*Hyphenate That.*" Select the words you want to hyphenate and say "*Hyphenate That.*" If you say this command when no words are selected, Dragon will usually hyphenate the last few words that you said.

Removing hyphens

You can remove a hyphen by selecting it and replacing it with a space.

To remove a hyphen:

1 Say "*Select hyphen.*"

2 Say "*Space Bar.*"

Preventing hyphens

You can prevent Dragon from entering a hyphen by pausing where the hyphen would normally be.

For example, to type "long lasting" (normally hyphenated) say "*long,*" then pause for a moment, and then say "*lasting.*" Or

you can say "*long space bar lasting*" without pausing, to insert a space in place of the hyphen.

Dictating compound words

Dragon joins compound words (such as "*note*" and "*book*" to form "*notebook*") automatically, based on standard usage. To dictate a compound word, just say it as you normally would.

Compounding words as you dictate

To compound words that Dragon doesn't join automatically, just say "*No Space*" between the words.

TO ENTER	SAY
unitednations	united [No Space] nations
WorldWide Web	[Cap] world [No Space] [Cap] wide [Cap] web

You can also dictate consecutive words without spaces by turning *No spaces* on and then turning them off when you've finished.

To dictate consecutive words without spaces:

1. Say "*No Space On*" to turn spaces off.
2. Dictate the words you want to appear without spaces.
3. Say "*No Space Off*" to turn spacing back on.

Compounding words later

You can compound the last words you said or compound selected words by saying "*Compound That.*" This command removes all spaces between selected words. Or, if no words are selected, it removes all spaces in the last utterance. Any tabs or line breaks are also removed.

To compound words:

1 Select the text you want to join. For example, if you want to join the words "Web TV," say "*Select Web TV.*"

2 Say "*Compound That.*"

Dictating names

Many names of people, places, and events are already in the Dragon vocabulary. For example, you can dictate "*Martin Luther King,*" "*New York Times,*" and "*Boston*."

To dictate a name, first try dictating the name. Dragon automatically capitalizes the names it knows. If Dragon incorrectly types the name, correct it by keyboard or by voice (see Correcting and Editing on page 69).

If the program continues to type a name incorrectly after you've corrected it several times, train the word individually using the *Train Word* dialog box. See the online help for more information.

Dictating abbreviations and acronyms

Dragon knows many common abbreviations (such as NYC and BBC) and acronyms (such as NATO). To dictate an abbreviation or acronym, just say it as you normally would.

TO ENTER	SAY
US/Canada: Dr. Other Dialects: Dr	Doctor
UK	U K *(say each letter)*
RSVP	R S V P *(say each letter)*
HTML	H T M L *(say each letter)*
8 cm	eight centimeters
US/Canada: pp. 27–33 Other Dialects: pp 27–33	pages 27 hyphen 33
NATO	NATO *(say as one word)*
NASDAQ	NASDAQ *(say as one word)*

If Dragon types the full word instead of the abbreviation or acronym, enters the wrong word, or includes incorrect punctuation, just correct it in your document by voice or by keyboard.

Dictating e-mail and Web addresses

Dictate e-mail and Web addresses as you would normally say them. Dragon automatically formats them for you.

TO ENTER	SAY
Virginia@aol.com	Virginia at a o l dot com
info@samplecom-pany.com	[No Caps On] info at sample company dot com [No Caps Off]
http: / / www.nuance.com	[No Caps On] h t t p w w w dot nuance dot com [No Caps Off]

Here are some guidelines for dictating e-mail and Web addresses:

When you say *"h t t p"* or *"w w w,"* Dragon knows to format the next words you say as a Web address.

Say the following abbreviations by pronouncing them as words:

"co," "com," "gov," "mil," "net," and *"org."*

Say the following abbreviations by saying each letter:

"a c," "b n," "c a," "e d u," "ie," "h k," "i d," "i n," "j p," "m y," "p h," "s g," "t h," and *"u k."*

Use the *"No Caps On"* and *"No Caps Off"* commands to enter an e-mail or Web address in all lowercase letters. For more information about controlling capitalization, see Dictating consecutive words in all lowercase letters on page 95.

TIP: *You can create Text and Graphics custom commands for e-mail and Web addresses you use often. See the online help for more information.*

Dictating special characters

Dictating common special characters

The following special characters are in the Dragon vocabulary. To dictate these characters, just say their names.

TO ENTER	SAY
&	ampersand *or* and sign
*	asterisk
@	at sign
`	backquote
©	copyright sign
^	caret
°	degree sign
$	dollar sign *or* dollar
€	euros *or* euro sign
%	percent sign
®	registered sign
§	section sign
™	trademark sign
+	plus sign
-	minus sign
«	open euro quote
»	close euro quote
#	All Dialects: hash sign *or* sharp sign US/Canada: number sign *or* pound sign
£	US/Canada: pound sterling sign Other Dialects: pound sign *or* pound

TO ENTER	SAY
:-)	smiley face
:-(	frowny face
;-)	winky face

For complete lists of special characters, see the online Help.

Switching recognition modes

Dragon lets you use different recognition modes in your dictation. Dragon uses *normal mode* by default. In normal mode, the program distinguishes between words, numbers, and commands.

In addition to normal mode, there are other modes:

Numbers mode—The software recognizes only numbers, commands, and punctuation. If you are dictating only numbers (including currencies), working in this mode increases recognition accuracy.

Spell mode—The software recognizes only letters, numbers, commands, and punctuation. In *Spell* mode, Dragon allows you to say any combination of letters, digits, or symbols you might need dictate part numbers or license plate numbers. You can also say keystrokes such as space bar or backspace key. *Spell* mode is also useful for dictating internet or Web addresses.

Command mode—The software interprets everything you say as a command and nothing is interpreted as dictated text.

Dictation mode—The software interprets everything you say as dictation and nothing is interpreted as a command, except for a few commands such as "*New Line*" and "*New Paragraph.*"

To changes modes, you can:

1 Select the *Words* menu on the *DragonBar* and click the name of the mode you want.

2 Switch modes by voice by saying one of these commands:

MODE	TO TURN ON, SAY	TO TURN OFF, SAY
Numbers mode	Numbers mode On *or* Start Numbers Mode *or* Switch to Numbers mode	Numbers mode Off *or* Stop Numbers mode *or* Switch to Normal mode
Spell mode	Spell mode On *or* Start Spell mode *or* Switch to Spell mode	Spell Mode Off *or* Stop Spell Mode *or* Switch to Normal mode
Command mode	Command mode On *or* Start Command mode *or* Switch to Command mode	Command mode Off *or* Stop Command mode *or* Switch to Normal mode
Dictation mode	Dictation mode On *or* Start Dictation mode *or* Switch to Dictation mode	Dictation mode Off *or* Stop Dictation mode *or* Switch to Normal mode

Turning a mode off by voice is the same as switching back to *Normal* mode.

NOTE: *You cannot dictate fractions in Number mode.*

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Please visit these sites:

http://support.nuance.com/

http://www.nuance.com/help/contact

The Nuance website gives access to many resources, including Frequently Asked Questions, usage tips, customer stories, Customer Service information, Technical Support content, and a detailed comparison between Dragon editions.

It also lists Value-Added Resellers who provide training and customization services for Dragon, in person or remotely. These Nuance partners can help with individualized recommendations and coaching for special equipment, environments, workflows, goals, and needs; enlisting their services is particularly efficient for very busy users, very young users, users who are new to computers, and in case of issues with hearing, vision, mobility, or dyslexia, for instance.

If you purchased your software from a Value-Added Reseller, contact them directly for technical support.

The Support area of the Nuance website offers a Knowledge Base of Tech Notes containing the latest technical information on the Dragon product family, including versions predating Version 11. It also includes documentation (User Guides, Reference Card...) and listings of microphones, digital voice recorders, tablet PCs, and other compatible hardware devices tested by Nuance and approved for use with Dragon.

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